



INFOCUS COURSEWARE

# Microsoft PowerPoint 2013

## Level 2 (with Challenge Exercises)



Product Code: INF1362

ISBN: 978-1-921939-72-3

### ❖ General Description

**Microsoft PowerPoint 2013 - Level 2 (with Challenge Exercises)** is designed for users who are keen to extend their understanding and knowledge of the software beyond creating basic presentations.

### ❖ Learning Outcomes

At the completion of this course you should be able to:

- create and work effectively with themes
- view and modify slide masters
- create and use custom templates
- create and work with tables
- create and work with charts
- insert and edit images
- edit inserted images
- insert and work with different types of media
- create animations in a presentation
- set up a presentation for the required presentation mode
- save and share your presentations in other formats

### ❖ Prerequisites

**Microsoft PowerPoint 2013 - Level 2 (with Challenge Exercises)** assumes a basic understanding of the software itself, as well as a basic understanding of personal computers and the Windows operating system environment.

### ❖ Topic Sheets

123 topics

### ❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

### ❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

### ❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at [www.watsoniapublishing.com](http://www.watsoniapublishing.com).

*This information sheet was produced on Friday, June 13, 2014 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



47 Greenaway Street  
Bulleen VIC 3105  
Australia  
ABN 64 060 335 748

Phone: (+61) 3 9851 4000  
Fax: (+61) 3 9851 4001  
[info@watsoniapublishing.com](mailto:info@watsoniapublishing.com)  
[www.watsoniapublishing.com](http://www.watsoniapublishing.com)

Product Information



INFOCUS COURSEWARE

# Microsoft PowerPoint 2013

## Level 2 (with Challenge Exercises)



Product Code: INF1362

ISBN: 978-1-921939-72-3

## Contents

### Themes

- Understanding Themes
- Creating Custom Theme Colours
- Applying A Theme
- Changing The Theme Colours
- Changing The Theme Fonts
- Changing The Slide Background
- Saving A Customised Theme
- Using A Customised Theme
- Deleting A Customised Theme
- Practice Exercise
- Practice Exercise Sample

### Slide Masters

- Understanding Slide Masters
- Viewing The Slide Master
- Changing The Master Font
- Modifying Bullets
- Inserting An Image
- Applying Slide Transitions To The Slide Master
- Inserting Slide Numbers
- Creating Custom Slide Layouts
- Modifying Slide Layouts
- Practice Exercise
- Practice Exercise Sample

### Templates

- Understanding Templates
- Setting A Custom Templates Location
- Using An Existing Template
- Creating A Template From A Template
- Saving A Custom Template
- Creating A Template From A Theme
- Modifying A Template
- Using A Custom Template
- Practice Exercise
- Practice Exercise Sample

### Tables

- Inserting A Table Using The Ribbon
- Inserting Rows And Columns
- Applying A Table Style
- Merging And Splitting Cells
- Adjusting Column Widths
- Adjusting Row Heights
- Resizing And Positioning A Table
- Formatting Table Data

- Aligning Table Data
- Applying Borders
- Applying Shading
- Practice Exercise
- Practice Exercise Sample

### Charts

- Understanding Charts
- Inserting A Chart Using The Ribbon
- Changing The Chart Type
- Chart Elements
- Using Quick Layouts
- Understanding Chart Buttons
- Changing The Layout Of Chart Elements
- Applying A Chart Style
- Understanding The Chart Format Panes
- Formatting Chart Elements
- Editing A Data Series
- Hiding Data Series
- Working With Pie Charts
- Practice Exercise
- Practice Exercise Sample

### Images

- Understanding Clip Art And Pictures
- Inserting A Picture From File
- Inserting An Online Picture
- Resizing An Image
- Positioning An Image
- Inserting Clip Art
- Modifying Graphics
- Rotating And Flipping Clip Art
- Inserting A Screenshot
- Inserting A Screen Clip
- Creating A Photo Album
- Practice Exercise
- Practice Exercise Sample

### Enhancing Images

- Understanding Picture Enhancements
- The Format Picture Pane
- Removing An Image Background
- Applying Colour Corrections
- Recolouring An Image
- Applying A Picture Style
- Applying Picture Effects

- Applying Artistic Effects
- Cropping An Image
- Practice Exercise
- Practice Exercise Sample

### Media and Action Buttons

- Understanding Media In PowerPoint
- Inserting An Online Video
- Inserting An Online Audio Clip
- Formatting Media Clips
- Editing Audio Clips
- Optimising And Compressing Media
- Understanding Action Buttons
- Inserting Action Buttons
- Practice Exercise
- Practice Exercise Sample

### Animations and Transitions

- Understanding Animations And Transitions
- Animating Text
- Animating Objects
- Applying Multiple Effects
- Applying Motion Paths
- The Animation Pane
- Setting The Timing
- Animating SmartArt Graphics
- Using Slide Transitions
- Practice Exercise
- Practice Exercise Sample

### Setting Up the Show

- About Self-Running Presentations
- Recording A Slide Show
- Setting Up A Self-Running Presentation
- Rehearsing Timings
- Setting Up A Speaker-Led Show
- Creating A Custom Show
- Understanding Presenter View
- Using Presenter View
- Practice Exercise
- Practice Exercise Sample

### Saving and Sharing Presentations

- Packaging Presentations For CD
- Saving A Presentation As A PDF Document
- Saving A Presentation As A Video
- Sending A Presentation Via Email



47 Greenaway Street  
Bulleen VIC 3105  
Australia  
ABN 64 060 335 748

Phone: (+61) 3 9851 4000  
Fax: (+61) 3 9851 4001  
[info@watsoniapublishing.com](mailto:info@watsoniapublishing.com)  
[www.watsoniapublishing.com](http://www.watsoniapublishing.com)

## Product Information



INFOCUS COURSEWARE

# Microsoft PowerPoint 2013

## Level 2 (with Challenge Exercises)



Product Code: INF1362

ISBN: 978-1-921939-72-3

Presenting A Slide Show Online  
Saving To A Storage Device  
Practice Exercise  
Practice Exercise Sample



47 Greenaway Street  
Bulleen VIC 3105  
Australia  
ABN 64 060 335 748

Phone: (+61) 3 9851 4000  
Fax: (+61) 3 9851 4001  
[info@watsoniapublishing.com](mailto:info@watsoniapublishing.com)  
[www.watsoniapublishing.com](http://www.watsoniapublishing.com)

Product Information