



INFocus COURSEWARE

ICAICT106A Operate Presentation Packages

Microsoft PowerPoint 2013



Product Code: INF957

ISBN: 978-1-925298-03-1

❖ General Description

The skills and knowledge acquired in ICAICT106A Operate Presentation Packages are sufficient to be able to operate presentation applications and perform basic operations, including creating, formatting and adding effects to presentations.

❖ Learning Outcomes

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

- work with the basic features of **PowerPoint**
- work with presentations
- create a new presentation
- work with the various slide layouts
- insert text into a slide and apply basic formatting
- create and work with **SmartArt** graphics
- draw and format shapes
- insert and edit images
- create animations in a presentation
- navigate a slide show in **PowerPoint**
- save and share your presentations in other formats
- use a range of printing techniques
- the procedures for using various forms of **Help**

❖ Prerequisites

ICAICT106A Operate Presentation Packages assumes some knowledge of Microsoft PowerPoint 2013, as well as a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

134 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.

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Contents

Getting to Know PowerPoint

- Starting PowerPoint From the Desktop
- Creating a New Blank Presentation
- The PowerPoint Screen
- How Microsoft PowerPoint 2013 Works
- Using the Ribbon
- Understanding Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Understanding the Quick Access Toolbar
- Exiting Safely From PowerPoint

Working With Presentations

- Opening a Presentation
- Opening Multiple Presentations
- Switching Between Open Presentations
- Understanding Presentation Views
- Changing Presentation Views
- Navigating a Presentation
- Using the Zoom Tool
- Closing a Presentation
- Opening a Recent Presentation

Your First Presentation

- Planning a Presentation
- Make It Readable
- Perfect Presentation Layouts
- Presentation Methods and Hardware
- Creating Presentations in PowerPoint
- Creating a Blank Presentation
- Adding a Graphic
- Applying Styles
- Creating a Presentation Based on a Theme
- Applying Theme Variants
- Typing Text Into a Slide
- Inserting New Slides
- Typing Text Using the Outline Pane
- Applying Slide Transitions
- Saving a Presentation
- Previewing a Slide Show

Slide Layouts

- Understanding Slide Layouts

- Inserting a Title Slide
- Inserting a Title and Content Slide
- Inserting a Section Header Slide
- Inserting a Table
- Inserting a Picture With Caption Slide
- Inserting a Chart
- Changing the Slide Layout

Working With Text

- Editing Text
- Checking Spelling
- Applying Font Formatting
- Applying Paragraph Formatting
- Moving and Resizing Placeholders
- Applying WordArt to Text
- Converting Text to SmartArt
- Changing Text Colour

SmartArt

- Understanding SmartArt
- Inserting a SmartArt Graphic
- Inserting Text Into SmartArt
- Adding Shapes Below
- Adding Shapes Above
- Adding Shapes Before and After
- Adding an Assistant
- Promoting and Demoting Shapes
- Resizing SmartArt
- Changing the SmartArt Layout
- Applying a Colour Scheme
- Applying a SmartArt Style
- Deleting SmartArt Shapes

Shapes

- Drawing Shapes
- Resizing Shapes
- Positioning Shapes
- Arranging Shapes
- Formatting Shapes
- Copying Shapes
- Aligning Shapes Using the Ribbon
- Aligning Objects Using Smart Guides
- Inserting and Formatting Text
- Connecting Shapes

Images

- 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
- Cropping an Image

Animations and Transitions

- Understanding Animation
- Animating Text
- Animating Objects
- Applying Multiple Effects
- Animating SmartArt Graphics
- Using Slide Transitions

Preparing for Presentations

- Using Slide Sorter View
- Reusing Slides
- Adding Sections
- Adding Notes to Your Slides
- Slide Numbers
- About Hyperlinks
- Creating an Internal Hyperlink
- Creating a Hyperlink to Another Presentation
- Creating a Hyperlink to Another Application
- Keyboard Shortcuts for Navigating Slide Shows
- Using Resume Reading
- Presenting a Slide Show

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
- Presenting a Slide Show Online
- Saving to a Storage Device

Printing Your Presentation

- Understanding Printing
- Previewing Slides
- Printing Slides
- Printing Handouts
- Printing Notes Pages
- Printing the Outline
- Changing the Slide Orientation
- Submitting a Presentation for Feedback



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Getting Help

- Understanding How Help Works
- Accessing the Help Window
- Navigating the Help Window
- Using the Office Website
- Googling Help
- Printing a Help Topic

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Unit Mapping

This unit describes the performance outcomes, skills and knowledge required to operate presentation applications and perform basic operations, including creating, formatting and adding effects to presentations.

| | Performance Criteria | Location |
|----------|--|---|
| 1 | Create presentations | |
| 1.1 | Open a presentation application and create a simple design for a presentation according to organisational requirements | Chapter 1: Getting to Know PowerPoint, Generally assumed throughout |
| 1.2 | Open a blank presentation and add text and graphics | Chapter 3: Your First Presentation |
| 1.3 | Apply existing styles within a presentation | Chapter 3: Your First Presentation, Chapter 6: SmartArt, Chapter 7: Shapes |
| 1.4 | Use presentation template and slides to create a presentation | Chapter 3: Your First Presentation |
| 1.5 | Use various tools to improve the look of the presentation | Chapter 3: Your First Presentation, Chapter 5: Working With Text, Chapter 7: Shapes, Chapter 12: Printing Your Presentation, Chapter 13: Getting Help |
| 1.6 | Save presentation to directory | Chapter 3: Your First Presentation |
| 2 | Customise basic settings | |
| 2.1 | Adjust display to meet user requirements | Chapter 1: Getting to Know PowerPoint, Chapter 2: Working With Presentations |
| 2.2 | Open and view different toolbars to view options | Chapter 1: Getting to Know PowerPoint, Chapter 10: Preparing for Presentations |
| 2.3 | Ensure font settings are appropriate for the purpose of the presentation | Chapter 5: Working With Text |
| 2.4 | View multiple slides at once | Chapter 2: Working With Presentations, Chapter 10: Preparing for Presentations |
| 3 | Format presentations | |
| 3.1 | Use and incorporate organisational charts and bulleted lists, and modify as required | Chapter 4: Slide Layouts, Chapter 5: Working With Text, Chapter 6: SmartArt |
| 3.2 | Add objects and manipulate to meet presentation purposes | Chapter 4: Slide Layouts, Chapter 8: Images |
| 3.3 | Import objects and modify for presentation purposes | Chapter 10: Preparing for Presentations |
| 3.4 | Modify slide layout, including text and colours to meet presentation requirements | Chapter 4: Slide Layouts, Chapter 5: Working With Text |
| 3.5 | Use formatting tools as required within the presentation | Chapter 5: Working With Text, Chapter 7: Shapes, Chapter 8: Images, Chapter 12: Printing Your Presentation, Chapter 13: Getting Help |
| 3.6 | Duplicate slides within and across a presentation | Chapter 10: Preparing for Presentations |
| 3.7 | Reorder the sequence of slides and delete slides for presentation purposes | Chapter 10: Preparing for Presentations |
| 3.8 | Save presentation in another format | Chapter 11: Saving and Sharing Presentations |
| 3.9 | Save and close presentation to storage device | Chapter 3: Your First Presentation, Chapter 11: Saving and Sharing Presentations |
| 4 | Add slide show effects | |
| 4.1 | Incorporate preset animation and multimedia effects into presentation as required to enhance the presentation | Chapter 9: Animations and Transitions |
| 4.2 | Add slide transition effects to presentation to ensure smooth progression through the presentation | Chapter 9: Animations and Transitions |
| 4.3 | Test presentation for overall effect | Chapter 3: Your First Presentation, Chapter 9: Animations and Transitions |
| 4.4 | Use onscreen navigation tools to start and stop slide show or move between different slides as required | Chapter 10: Preparing for Presentations |
| 5 | Print presentation and notes | |
| 5.1 | Select appropriate print format for presentation | Chapter 12: Printing Your Presentation |
| 5.2 | Select preferred slide orientation | Chapter 12: Printing Your Presentation |
| 5.3 | Add notes and slide numbers | Chapter 10: Preparing for Presentations |
| 5.4 | Preview slides and run spell check before presentation | Chapter 3: Your First Presentation, Chapter 12: Printing Your Presentation |
| 5.5 | Print the selected slides and submit presentation to appropriate person for feedback | Chapter 12: Printing Your Presentation |



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