



*Are you a pencil pusher trapped in a computer?
We can help?*

M J H COMPUTER TRAINING

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Microsoft® Office PowerPoint® 2013: Level 1

Course Number: 091033

Course Length: 1 day

Target Student: This course is designed for students who wish to gain the foundational understanding of Microsoft PowerPoint 2013 that is necessary to create and develop engaging multimedia presentations.

Course Content

Lesson 1: Getting Started with PowerPoint

Topic A: Navigate the PowerPoint Environment

Topic B: Create and Save a PowerPoint Presentation

Topic C: Use Help

Lesson 2: Developing a PowerPoint Presentation

Topic A: Select a Presentation Type

Topic B: View and Navigate a Presentation

Topic C: Edit Text

Topic D: Build a Presentation

Lesson 3: Performing Advanced Text Editing

Topic A: Format Characters

Topic B: Format Paragraphs

Topic C: Format Text Boxes

Lesson 4: Adding Graphical Elements to Your Presentation

Topic A: Insert Clip Art and Images

Topic B: Insert Shapes

Lesson 5: Modifying Objects in Your Presentation

Topic A: Edit Objects

Topic B: Format Objects

Topic C: Group Objects

Topic D: Arrange Objects

Topic E: Animate Objects

Lesson 6: Adding Tables to Your Presentation

Topic A: Create a Table

Topic B: Format a Table

Topic C: Insert a Table from Other Microsoft Office Applications

Lesson 7: Adding Charts to Your Presentation

Topic A: Create a Chart

Topic B: Format a Chart

Topic C: Insert a Chart from Microsoft Excel

Lesson 8: Preparing to Deliver Your Presentation

Topic A: Review Your Presentation

Topic B: Apply Transitions

Topic C: Print Your Presentation

Topic D: Deliver Your Presentation

Appendix B: PowerPoint 2013 Common Keyboard Shortcuts