



*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 2

Course Number: 091034

Course Length: 1 day

Target Student: This course is intended for students who have a foundational working knowledge of PowerPoint 2013, who wish to take advantage of the application's higher-level usability, security, collaboration, and distribution functionality.

Course Content

Lesson 1: Modifying the PowerPoint Environment

Topic A: Customize the User Interface

Topic B: Set PowerPoint 2013 Options

Lesson 2: Customizing Design Templates

Topic A: Modify Slide Masters and Slide Layouts

Topic B: Add Headers and Footers

Topic C: Modify the Notes Master and the Handout Master

Lesson 3: Adding SmartArt to a Presentation

Topic A: Create SmartArt

Topic B: Modify SmartArt

Lesson 4: Working with Media and Animations

Topic A: Add Audio to a Presentation

Topic B: Add Video to a Presentation

Topic C: Customize Animations and Transitions

Lesson 5: Collaborating on a Presentation

Topic A: Review a Presentation

Topic B: Store and Share Presentations on the Web

Lesson 6: Customizing a Slide Show

Topic A: Annotate a Presentation

Topic B: Set Up a Slide Show

Topic C: Create a Custom Slide Show

Topic D: Add Hyperlinks and Action Buttons

Topic E: Record a Presentation

Lesson 7: Securing and Distributing a Presentation

Topic A: Secure a Presentation

Topic B: Broadcast a Slide Show

Topic C: Create a Video or a CD

Appendix B: PowerPoint 2013 Common Keyboard Shortcuts