

## Microsoft® Office PowerPoint® 2013: Level 1

### Training Course Content

**Course Objective:** Students will be learn Identify the basic features and functions of PowerPoint 2013, develop a presentation and perform advanced text editing, as well as add graphical elements, tables and charts to a presentation. You will also learn how to modify objects and prepare to deliver a presentation.

**Prerequisites:** Students should be familiar with using personal computers, and have used a mouse and keyboard. They should be comfortable with the Windows environment and be able to easily use Windows to manage information on their computers. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

**Delivery Method:** Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

#### Lesson 1: Getting Started with PowerPoint

Topic 1A: Navigate the PowerPoint Environment  
Topic 1B: Create and Save a PowerPoint Presentation  
Topic 1C: Use Help

#### Lesson 2: Developing a PowerPoint Presentation

Topic 2A: Select a Presentation Type  
Topic 2B: View and Navigate a Presentation  
Topic 2C: Edit Text  
Topic 2D: Build a Presentation

#### Lesson 3: Performing Advanced Text Editing

Topic 3A: Format Characters  
Topic 3B: Format Paragraphs  
Topic 3C: Format Text Boxes

#### Lesson 4: Adding Graphical Elements to Your Presentation

Topic 4A: Insert Clip Art and Images  
Topic 4B: Insert Shapes

#### Lesson 5: Modifying Objects in Your Presentation

Topic 5A: Edit Objects  
Topic 5B: Format Objects  
Topic 5C: Group Objects  
Topic 5D: Arrange Objects  
Topic 5E: Animate Objects

#### Lesson 6: Adding Tables to Your Presentation

Topic 6A: Create a Table  
Topic 6B: Format a Table  
Topic 6C: Import Tables from Other Microsoft Office Applications

#### Lesson 7: Adding Charts to Your Presentation

Topic 7A: Create a Chart  
Topic 7B: Format a Chart  
Topic 7C: Insert a Chart from Microsoft Excel

#### Lesson 8: Preparing to Deliver a Presentation

Topic 8A: Review the Content in a Presentation  
Topic 8B: Apply Transitions  
Topic 8C: Print Your Presentation  
Topic 8D: Deliver Your Presentation