



Microsoft® Office PowerPoint® 2013: Level 2

Training Course Content

Course Objective: Upon completing this course, students will be able to customize the PowerPoint 2013 application, and effectively create, collaborate on, secure, and distribute complex multimedia presentations for a variety of situations. You will learn to modify the PowerPoint environment, customize design templates and add SmartArt to a presentation. In addition, students will work with media and animations, collaborate on a presentation, customize a slide show, and secure and distribute a presentation.

Prerequisites: To ensure success, students should have experience using PowerPoint 2013, to create, edit, and deliver multimedia presentations. We recommend that you first take our PowerPoint Level 1 course or have equivalent knowledge and skills.

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: Modifying the PowerPoint Environment

Topic 1A: Customize the User Interface
Topic 1B: Set PowerPoint 2013 Options

Lesson 2: Customizing Design Templates

Topic 2A: Modify Slide Masters and Slide Layouts
Topic 2B: Add Headers and Footers
Topic 2C: Modify the Notes Master and the Handout Master

Lesson 3: Adding SmartArt to a Presentation

Topic 3A: Create SmartArt
Topic 3B: Modify SmartArt

Lesson 4: Working with Media and Animations

Topic 4A: Add Audio to a Presentation
Topic 4B: Add Video to a Presentation
Topic 4C: Customize Animations and Transitions

Lesson 5: Collaborating on a Presentation

Topic 5A: Review a Presentation
Topic 5B: Store and Share Presentations on the Web

Lesson 6: Customizing a Slide Show

Topic 6A: Annotate a Presentation
Topic 6B: Set Up a Slide Show
Topic 6C: Create a Custom Slide Show
Topic 6D: Add Hyperlinks and Action Buttons
Topic 6E: Record a Presentation

Lesson 7: Securing and Distributing a Presentation

Topic 7A: Secure a Presentation
Topic 7B: Broadcast a Slide Show
Topic 7C: Create a Video or a CD