

# MICROSOFT POWER POINT 2013

Sunday, December 6<sup>th</sup>, 2015

## Course Outline

For more information and to register e-mail: [epb.crc@gmail.com](mailto:epb.crc@gmail.com)  
Phone or Text: (403) 689-8584

### OVERVIEW:

GONE ARE THE DAYS OF FLIP CHARTS OR DRAWING ON A WHITE BOARD TO ILLUSTRATE YOUR POINT. TODAY'S AUDIENCES ARE TECH SAVVY, ACCUSTOMED TO HIGH-IMPACT MULTIMEDIA CONTENT, AND STRETCHED FOR TIME. BY LEARNING HOW TO USE THE VAST ARRAY OF FEATURES AND FUNCTIONALITY CONTAINED WITHIN MICROSOFT® OFFICE POWERPOINT® 2013, YOU WILL GAIN THE ABILITY TO ORGANIZE YOUR CONTENT, ENHANCE IT WITH HIGH-IMPACT VISUALS, AND DELIVER IT WITH A PUNCH. IN THIS COURSE, YOU WILL USE POWERPOINT 2013 TO BEGIN CREATING ENGAGING, DYNAMIC MULTIMEDIA PRESENTATIONS.

### COURSE CONTENT

#### 1. GETTING STARTED WITH POWERPOINT®

- NAVIGATE THE POWERPOINT ENVIRONMENT
- CREATE AND SAVE A POWERPOINT PRESENTATION
- USE HELP

#### 2. DEVELOPING A POWERPOINT® PRESENTATION

- SELECT A PRESENTATION TYPE
- VIEW AND NAVIGATE A PRESENTATION
- EDIT TEXT
- BUILD A PRESENTATION

#### 3. PERFORMING ADVANCED TEXT EDITING

- FORMAT CHARACTERS
- FORMAT PARAGRAPHS
- FORMAT TEXT BOXES

#### 4. ADDING GRAPHICAL ELEMENTS TO YOUR PRESENTATION

- INSERT CLIP ART AND IMAGES
- INSERT SHAPES

#### 5. MODIFYING OBJECTS IN YOUR PRESENTATION

- EDIT OBJECTS
- FORMAT OBJECTS
- GROUP OBJECTS
- ARRANGE OBJECTS
- ANIMATE OBJECTS

#### 6. ADDING TABLES TO YOUR PRESENTATION

- CREATE A TABLE
- FORMAT A TABLE

#### 7. ADDING CHARTS TO YOUR PRESENTATION

- CREATE A CHART
- FORMAT A CHART

#### 8. PREPARING TO DELIVER YOUR PRESENTATION

- REVIEW YOUR PRESENTATION
- APPLY TRANSITIONS
- PRINT YOUR PRESENTATION
- DELIVER YOUR PRESENTATION



epb |

fostering success

Computer Resource Centre: Calgary