

Course Overview:

This course is for the student who has limited or no experience in creating a professional business presentation. In this course you will develop the skills you need to present your ideas to an audience. You will learn how to efficiently create attention-grabbing slides using text, clip art, photographs, and drawings in Microsoft PowerPoint 2013. You will also learn how to add excitement to your presentation by including special transitional effects to your slides and animation to text, objects and charts.

Course Content:

Create, Edit and Format the Presentation

- The PowerPoint interface: the Backstage View, Ribbon and Quick Access Toolbar in Office 2013
- Creating and editing a presentation using the normal, slides, outline and sorter views.
- Generating Notes Pages to include the information to say during your presentation.
- Enhancing the appearance of your text using the many different formatting commands.
- Modifying the slide master by selecting the font, font size and bullets, plus add objects that will appear on all the slides in your presentation.

Create Objects

- Adding Clip Art and photographs to create attention grabbing slides and using the many pictures effects available in Office 2013.
- Constructing a simple drawing using the predefined AutoShapes.
- Inserting a table onto a slide to display information in column and row format.
- Producing a diagram using PowerPoint's SmartArt graphics.
- Creating a simple bar or column chart.

Animate and Print the Presentation

- Add excitement to your presentation by including special slide transitional effects and animation to text and objects.
- Previewing a presentation before printing, using the Print Preview command.
- Printing the four different components of your presentation.