



## **Microsoft PowerPoint 2013** **Level 2 Training**

### Overview:

**Microsoft PowerPoint 2013 - Level 2** is designed for users who are keen to extend their understanding and knowledge of the software beyond creating basic presentations.

### Learning Outcomes:

At the completion of this course you should be able to:

- create and work effectively with themes
- view and modify slide masters
- create and use custom templates
- create and work with tables
- create and work with charts
- insert and edit images
- edit inserted images
- insert and work with different types of media
- create animations in a presentation
- set up a presentation for the required presentation mode
- save and share your presentations in other formats

### Target Audience:

This course is designed for more advanced level **Microsoft PowerPoint 2013** users.

### Prerequisites:

**Microsoft PowerPoint 2013 - Level 2** assumes a basic understanding of the software itself, as well as a basic understanding of personal computers and the Windows operating system environment.

### Duration:

1 Day

### Courseware:

High quality learning materials are available for purchase by participants.

Participants will also be presented with a certificate of achievement upon completion of the course.

## Computer Training Options

Sydney • Melbourne • Brisbane • Gold Coast • Canberra • Adelaide • Perth • Darwin • Hobart  
Ph: 1300 667 660      Email: [training@cto.com.au](mailto:training@cto.com.au)      Web: [www.cto.com.au](http://www.cto.com.au)

## **Microsoft PowerPoint 2013 Level 2 Training**

### **Themes**

Understanding Themes  
Applying A Theme  
Changing The Theme Colours  
Creating Custom Theme Colours  
Changing The Theme Fonts  
Changing The Slide Background  
Saving A Customised Theme  
Using A Customised Theme  
Deleting A Customised Theme

### **Slide Masters**

Understanding Slide Masters  
Viewing The Slide Master  
Changing The Master Font  
Modifying Bullets  
Inserting An Image  
Applying Slide Transitions To The Slide Master  
Inserting Slide Numbers  
Creating Custom Slide Layouts  
Modifying Slide Layouts

### **Templates**

Understanding Templates  
Setting A Custom Templates Location  
Using An Existing Template  
Creating A Template From A Template  
Saving A Custom Template  
Creating A Template From A Theme  
Modifying A Template  
Using A Custom Template

### **Tables**

Inserting A Table Using The Ribbon  
Inserting Rows And Columns  
Applying A Table Style  
Merging And Splitting Cells  
Adjusting Column Widths  
Adjusting Row Heights  
Resizing And Positioning A Table  
Formatting Table Data

Aligning Table Data  
Applying Borders  
Applying Shading

### **Charts**

Understanding Charts  
Inserting A Chart Using The Ribbon  
Changing The Chart Type  
Chart Elements  
Using Quick Layouts  
Understanding Chart Buttons  
Changing The Layout Of Chart Elements  
Applying A Chart Style  
Understanding The Chart Format Panes  
Formatting Chart Elements  
Editing A Data Series  
Hiding Data Series  
Working With Pie Charts

### **Images**

Understanding Clip Art And Pictures  
Inserting A Picture From File  
Inserting An Online Picture  
Resizing An Image  
Positioning An Image  
Inserting Clip Art  
Modifying Graphics  
Rotating And Flipping Clip Art  
Inserting A Screenshot  
Inserting A Screen Clip  
Creating A Photo Album

### **Enhancing Images**

Understanding Picture Enhancements  
The Format Picture Pane  
Removing An Image Background  
Applying Colour Corrections  
Recolouring An Image  
Applying A Picture Style  
Applying Picture Effects  
Applying Artistic Effects  
Cropping An Image

### **Media And Action Buttons**

Understanding Media In PowerPoint  
Inserting An Online Video  
Inserting An Online Audio Clip  
Formatting Media Clips  
Editing Audio Clips  
Optimising And Compressing Media  
Understanding Action Buttons  
Inserting Action Buttons

### **Animations And Transitions**

Understanding Animations And Transitions  
Animating Text  
Animating Objects  
Applying Multiple Effects  
Applying Motion Paths  
The Animation Pane  
Setting The Timing  
Animating SmartArt Graphics  
Using Slide Transitions

### **Setting Up The Show**

About Self-Running Presentations  
Recording A Slide Show  
Setting Up A Self-Running Presentation  
Rehearsing Timings  
Setting Up A Speaker-Led Show  
Creating A Custom Show  
Understanding Presenter View  
Using Presenter View

### **Saving And Sharing Presentations**

Packaging Presentations For CD  
Saving A Presentation As A PDF Document  
Saving A Presentation As A Video  
Sending A Presentation Via Email  
Presenting A Slide Show Online  
Saving To A Storage Device