

Microsoft® Office PowerPoint® 2013: Part 2

Course Specifications

Course Number: ELK91-034_rev2.2

Course length: 1.0 day(s)

Course Description

Meetings, instruction, training, pitches; these are all a part of our daily lives. We are often called upon to deliver presentations with little notice, at multiple venues, and with varying requirements. And, some of these presentations include sensitive information that needs to be guarded. Given all the variables, it may seem an overwhelming task to deliver your content, on time, to all audiences, and to only those who need to see it. Oh, and by the way, you need to make it interesting, informative, and memorable. So, how do you do it? Without the help of a robust set of tools, it would be nearly impossible. But, PowerPoint® 2013 provides you with a variety of such tools that can help you deliver content in nearly any situation, while saving time and effort. By taking advantage of these tools, you will be creating presentations that not only stand out from the crowd, but also don't consume all of your available time.

Course Objective: Upon completing this course, you 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:

- Modify the PowerPoint environment.
- Customize design templates.
- Add SmartArt to a presentation.
- Work with media and animations.
- Collaborate on a presentation.
- Customize a slide show.
- Secure and distribute a presentation.

Target Student: This course is intended for students who have a foundational working knowledge of PowerPoint 2013, who wish to take advantage of the application's higher-level usability, security, collaboration, and distribution functionality.

Prerequisites: To ensure success, students should have experience using PowerPoint 2013, running within the Windows® 8 operating system, to create, edit, and deliver multimedia presentations. To attain this level of knowledge and skills, you can take the following Logical Operations courses:

- Using Microsoft® Windows® 8
- Microsoft® Windows® 8 Transition from Windows 7
- Microsoft® Office PowerPoint® 2013: Part 1

Hardware Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 GHz or faster 32-bit (x86) or 64-bit (x64) with SSE2 instruction set
- 2 gigabyte (GB) RAM (32-bit) or 4 GB RAM (64-bit)
- 20 GB available hard disk space (32-bit) or 25 GB (64-bit)
- Microsoft DirectX 9 graphics device with WDDM driver (required), DirectX10 graphics card (recommended)
- Audio output device and speakers or headphones
- Keyboard and mouse (or other pointing device)
- 1024 × 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

Software Requirements

- Microsoft® Office Professional Edition 2013
- Microsoft® Windows® 8 Professional
- Microsoft® Internet Explorer® 8, 9, or 10; Mozilla® Firefox® 10.x or later; or Google Chrome™ 17.x
- Web conferencing application for class sessions with remote students or a blend of live and remote students

Course Content

Lesson 1: Modifying the PowerPoint Environment

Topic A: Customize the User Interface

Topic B: Set PowerPoint 2013 Options

Lesson 2: Customizing Design Templates

Topic A: Modify Slide Masters and Slide Layouts

Topic B: Add Headers and Footers

Topic C: Modify the Notes Master and the Handout Master

Lesson 3: Adding SmartArt to a Presentation

Topic A: Create SmartArt

Topic B: Modify SmartArt

Lesson 4: Working with Media and Animations

Topic A: Add Audio to a Presentation

Topic B: Add Video to a Presentation

Topic C: Customize Animations and Transitions

Lesson 5: Collaborating on a Presentation

Topic A: Review a Presentation

Topic B: Store and Share Presentations on the Web

Lesson 6: Customizing a Slide Show

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

Lesson 7: Securing and Distributing a Presentation

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

Appendix A: Microsoft Office PowerPoint 2013 Exam 77-422

Appendix B: Microsoft PowerPoint 2013 Common Keyboard Shortcuts