

Microsoft Office PowerPoint 2013: Part 1 (Desktop/Office 365) [Exam 77-422]

Course Specifications

Course Number: ELK91-033_rev3.0

Course Length: 1.0 day(s)

Course Description

It's hard to imagine a day going by without people passing along large amounts of information. Messages are everywhere, and the number of messages we receive seems to be increasing each day. Whether via phone, email, mass media, or personal interaction, we are subjected to a constant stream of information. With so much communication to contend with, it can be difficult to grab people's attention. But, we are often called upon to do just that. So, how do you grab and maintain an audience's focus when you're asked to present important information? By being clear, organized, and engaging. And, that is exactly what Microsoft® PowerPoint® 2013 can help you do.

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 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.

You can also use the course to prepare for the Microsoft Office Specialist (MOS) Certification exam for Microsoft PowerPoint 2013.

Course Objective: Upon completing this course, you will be able to create and deliver engaging multimedia presentations that convey the key points of your message through the use of text, graphics, and animations.

You will:

- Identify the basic features and functions of PowerPoint 2013.
- Develop a PowerPoint presentation.
- Perform advanced text editing.
- Add graphical elements to a presentation.
- Modify objects in a presentation.
- Add tables to a presentation.
- Add charts to a presentation.
- Prepare to deliver a presentation.

Target Student: This course is designed for students who wish to gain the foundational understanding of Microsoft PowerPoint 2013 that is necessary to create and develop engaging multimedia presentations.

Course Outline

Prerequisites: To ensure success, students should be familiar with using personal computers, and should have experience using a keyboard and mouse. Students should be comfortable in the Windows® 8 environment, and be able to use Windows 8 to manage information on their computers. Specific tasks the students should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders. To meet this prerequisite, you can take either of the following Logical Operations courses:

- Using Microsoft® Windows® 8
- Microsoft® Windows® 8: Transition from Windows® 7

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 Pentium®-class processor or faster
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB available hard disk space (32-bit) or 20 GB (64-bit)
- Microsoft DirectX 9 graphics device with WDDM driver (required) DirectX10 graphics card (recommended)
- Keyboard and mouse (or other pointing device)
- 1024 x 768 resolution monitor recommended
- 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 2013
- Microsoft® Windows® 8
- 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

Lesson 1: Getting Started with PowerPoint

Topic A: Navigate the PowerPoint Environment
Topic B: Create and Save a PowerPoint Presentation
Topic C: Use Help

Lesson 2: Developing a PowerPoint Presentation

Topic A: Select a Presentation Type
Topic B: View and Navigate a Presentation
Topic C: Edit Text
Topic D: Build a Presentation

Lesson 3: Performing Advanced Text Editing

Topic A: Format Characters
Topic B: Format Paragraphs
Topic C: Format Text Boxes

Lesson 4: Adding Graphical Elements to Your Presentation

Topic A: Insert Clip Art and Images

Topic B: Insert Shapes

Lesson 5: Modifying Objects in Your Presentation

Topic A: Edit Objects

Topic B: Format Objects

Topic C: Group Objects

Topic D: Arrange Objects

Topic E: Animate Objects

Lesson 6: Adding Tables to Your Presentation

Topic A: Create a Table

Topic B: Format a Table

Topic C: Insert a Table from Other Microsoft Office Applications

Lesson 7: Adding Charts to Your Presentation

Topic A: Create a Chart

Topic B: Format a Chart

Topic C: Insert a Chart from Microsoft Excel

Lesson 8: Preparing to Deliver Your Presentation

Topic A: Review Your Presentation

Topic B: Apply Transitions

Topic C: Print Your Presentation

Topic D: Deliver Your Presentation

Appendix A: Microsoft Office PowerPoint 2013 Exam 77-422

Appendix B: PowerPoint 2013 Common Keyboard Shortcuts