

Course PPT1301: Microsoft PowerPoint 2013 – Basic Level

One Day, Instructor-Led

Pre-requisites

- Windows 7 – Basic or Equivalent Experience

Course Outline

Unit 1: Getting started

- The PowerPoint interface

Unit 2: Creating presentations

- Creating a basic presentations
- Working with slides

Unit 3 Editing Slide Content

- Formatting text and lists
- Editing efficiently

Unit 4: Working with Shapes

- Creating shapes
- Formatting shapes
- Applying content to shapes

Unit 5: Graphics

- WordArt

Unit 6: Tables and Charts

- Tables
- Charts
- SmartArt

Unit 7: Preparing and Printing Presentations

- Proofing presentations
- Preparing a presentation
- Printing presentation

Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Notes