

## Course PPT1303: Microsoft PowerPoint 2013 – Advanced Level

One Day, Instructor-Led

### Pre-requisites

- PowerPoint 2013 – Basic or Equivalent Experience

### Course Outline

#### Unit 1: Slide Masters and Transitions

- Slide Masters
- Transitions and Timings
- Custom Slide Shows

#### Unit 2: Graphics and Media

- Modifying Graphics
- Media Clips
- Animations
- Photo Albums

#### Unit 3 Customizing Slide Elements

- Working with SmartArt Graphics
- Customizing Tables
- Working with Charts

#### Unit 4: Action Buttons and Equations

- Action Buttons
- Equations

#### Unit 5: Integrating Microsoft Office Files

- Applying Content from a Word Outline
- Embedding and Linking Content

#### Unit 6: Finalizing and Distributing Presentations

- Reviewing and Finishing
- Distributing Presentations

#### Unit 7: Customizing PowerPoint

- Application Settings

### 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