

PowerPoint 2013, Part 4: A/V and Presenting

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Prerequisites: This course assumes some familiarity with Microsoft PowerPoint. This course is part of 4 courses; PowerPoint 2013: Slide Master and SmartArt; PowerPoint 2013: Charts, Formats and Shapes; PowerPoint 2013: Order, Tables, & Animate; and PowerPoint 2013: A/V and Presenting. Please be sure to view the courses in order if you are new to the material.

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Course description: Master PowerPoint 2013 in this four part learning series, now, you can learn the ins and outs of maximizing PowerPoint 2013 – from creating a simple presentation to adding special effects and multimedia to your deck – with PowerPoint 2013. Work with templates, add graphics, and use meaningful transitions. Add sound, animation, video, charts, and more to pack some power into your presentation. Get up to speed on new features in PowerPoint 2013 and understand best practices for creating and sharing your presentation.

Course outline:

Working with Animations

- Introduction
- Adding an Animation
- Animation Timing
- Display Objects Sequentially
- Refining Animations
- Animation Pane Menu
- Adding Transitions
- Summary
- Videotape Practice
- Slide Show View
- Presenter View
- Reaching Your Goal
- Summary

Narrations, Sound, & Video

- Introduction
- Adding Narration
- Making a Recording
- Inserting Sound
- Editing Sound
- Adding Video
- Troubleshooting Video
- Summary

Handouts, Notes, & Slide Show

- Introduction
- Creating Handouts
- Settings
- Notes Master
- Slide Show Settings
- Set Up Show Dialog Box
- More Set Up Options
- Summary

Practicing and Reaching Goals

- Introduction
- Practicing Your Presentation