

PowerPoint 2013, Part 1: Slide Master and SmartArt

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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:

Introduction to PowerPoint

- Introduction
- Course Preparation
- Starting PowerPoint
- Themes & Saving Files
- PowerPoint Ribbon
- PowerPoint Views
- Summary
- Choosing Images
- Finding Images
- Adding Images
- Removing Backgrounds
- Import and Resize an Image
- Summary

Outline View & Slide Master

- Introduction
- Outline View
- Notes Pane
- Transferring Notes
- Slide Layouts
- Slide Master
- Edit the Title Slide
- Summary

Layouts & SmartArt

- Introduction
- Add a New Slide
- Choosing a Layout
- Adding Text
- SmartArt Feature
- Demoting Text
- Change Colors & Adding 3D
- Summary

Edit SmartArt & Images

- Introduction
- Editing SmartArt
- Reset to Defaults & Ungroup