

## MICROSOFT POWERPOINT 2013 ADVANCED

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Microsoft  
PowerPoint 2013  
Advanced



**COURSE LENGTH: 1.0 DAYS**

PowerPoint is a powerful presentation application used worldwide for creating professional presentations. This training course in PowerPoint 2013 Advanced is designed for those who want to develop advanced skills in PowerPoint 2013. Participants will learn to use the new and advanced features of PowerPoint 2013 so that they gain mastery over it.

This highly valuable and practical training course is now available throughout Hong Kong, including Central and also via instructor-led online training.

This Microsoft PowerPoint 2013 Advanced training course can be delivered at your premises by one of our expert local or international trainers or live online using our [HIVE](#) technology.

Contact us today for a quote.

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## MICROSOFT POWERPOINT 2013 ADVANCED COURSE OUTLINE

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### FOREWORD

PowerPoint 2013 is the world's premier presentation software. PowerPoint 2013 comes with a new landing screen, which makes launching and creating of documents easier than in previous versions. It includes an improved Presentation View and user interface.

During this training course, participants work with shapes, pictures, text boxes, tables, audio, video, research tools, slides, and more. The course provides a deep understanding and use of all the advanced features of the application.

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### OUTCOMES

This extensive training course helps participants develop advanced skills in PowerPoint 2013, so that they gain mastery over it.

**After completing this course, participants will have learned to:**

- Use smart guides
  - Use text fill and outline
  - Add text effects
  - Insert SmartArt
  - Use alignment guides
  - Align and distribute objects
  - Format a table
  - Add a sound and video clip
  - Record audio
  - Modify rows and columns
  - Check spelling
  - Use the Research Task Pane
  - Use proofing and translating tools
  - Prepare their presentations
  - Use slide masters
  - Share their presentations
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### MODULES

#### Lesson 1: Getting Started

- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot
- Action Plan

#### Lesson 2: Working with Shapes

- Inserting a Shape
- Using the Drawing Tools Tab
- Using Shape Fill and Outline
- Using Shape Effects
- Using Smart Guides
- Module Two: Review Questions

### Lesson 3: Working with Text Boxes and Pictures

- Inserting a Text Box
- Resizing, Moving, and Deleting an Object
- Using Picture Styles
- Using Text Fill and Outline
- Using the Color-Matching Eyedropper
- Adding Text Effects
- Module Three: Review Questions

### Lesson 5: Advanced Drawing Tasks

- Using Alignment Guides
- Rotating and Flipping Objects
- Aligning and Distributing Objects
- Ordering Objects
- Grouping Objects
- Module Five: Review Questions

### Lesson 7: Inserting Audio and Video

- Adding a Sound Clip
- Recording Audio
- Adding a Video Clip
- Module Seven: Review Questions

### Lesson 9: Preparing to Use Presenter View

- About Presenter View
- Adding Notes to Slides
- Viewing the Notes Page
- Printing Notes
- Creating Handouts
- Module Nine: Review Questions

### Lesson 11: Advanced Presentation Tasks

- Inviting People
- Presenting Online
- Creating a Custom Show
- Recording Your Show as a Video
- Packaging Your Presentation for CD
- Module Eleven: Review Questions

### Lesson 4: Adding SmartArt

- Inserting SmartArt
- Using the SmartArt Tools Tabs
- Adding Text to SmartArt
- Resizing, Moving, and Deleting SmartArt
- Module Four: Review Questions

### Lesson 6: Adding Tables

- Inserting a Table
- Adding Text to a Table
- Using the Table Tools Tabs
- Modifying Rows and Columns
- Formatting a Table
- Module Six: Review Questions

### Lesson 8: PowerPoint's Research Tools

- Checking Spelling
- Using the Research Task Pane
- Using the Thesaurus
- Using Translation ScreenTips
- Setting the Language
- Module Eight: Review Questions

### Lesson 10: Using Slide Masters

- Switching to Slide Master View
- Using the Slide Master Tab
- Creating a Slide Master
- Applying a Slide Master
- Editing a Slide Master
- Using Master Guides
- Module Ten: Review Questions

### Lesson 12: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

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## WEB LINKS

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- [View this course online](#)
- [In-house Training Instant Quote](#)