Solusi
WE OFFER SOLUTIONS

Microsoft PowerPoint 2013 Standard

DURATION: 1 day

CODE: SOL\PP\SD13

COURSE OBJECTIVE

By the end of this course, participants are able to:

- User can use the Microsoft Office PowerPoint 2013 and know the PowerPoint workspace.
- Understand and apply slide layout.
- Understand and apply backgrounds.
- Adjust paragraph indentations, tab settings, paragraph alignment, and line spacing.
- Format and edit text.
- Apply design template and color scheme.
- Apply animation scheme.
- Draw lines and shapes.
- Add clip arts and pictures.
- Preview and print presentations.
- Run the slide show.

WHO SHOULD ATTEND

- New or intending users of Microsoft Office PowerPoint 2013 who want to gain a good understanding of how to use the software in a short space of time.

PRE-REQUISITES

- A working knowledge of Personal Computers and Windows XP or Windows 7 or Windows 8

INTRODUCTION

This course introduces users to Microsoft Office PowerPoint 2013, the latest version of the popular business presentation graphics application from Microsoft. It introduces new users to the software to teach them how to get the most out of PowerPoint's powerful features. Users will be able to can use the Microsoft Office PowerPoint 2013 with good, understanding and applying slide layout, and backgroung, adjust paragraph, formatting and editing text box to running the presentation.

COURSE OUTLINE

Presentation and Slides

- Basic Tasks in PowerPoint 2013
- Saving a Presentation
- Managing a Slide

Working with Text

- Adding Text to a Slide
- Formatting Text
- Bullets and Numbering
- Setting Line and Paragraph Spacing

Formatting and Editing Slides

- Working with Slide Layouts
- Applying Backgrounds
- Applying Watermark

Using Editing and Proofing Tools

- Finding and Replacing Text
- Using Undo and Redo
- Checking the Spelling

Drawings and Pictures

- Drawing Lines and Shapes
- Using AutoShapes
- Working with Pictures
- Working with SmartArt

- Grouping and Ungrouping Objects

Themes

- Working with Document Theme
- Remove or Change the Current Theme
- Apply Multiple Slide Designs
- Working with Template

Printing

- Before Printing
- Printing a Presentation

Presenting a Presentation

- Running a Slide Show
- Navigating Slide
- Pointer Options