

Microsoft Office PowerPoint 2013: Part 2

Course Overview

This course provides students with the knowledge and skills to customize the PowerPoint 2013 application, and effectively create, collaborate on, secure, and distribute complex multimedia presentations for a variety of situations.

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Course Introduction	
<u>Lesson 01 - Modifying the PowerPoint Environment</u>	16m
Topic A: Customize the User Interface	
The PowerPoint Options Dialog Box	
The Customize Ribbon Tab	
The Customize the Ribbon Pane Hierarchy	
The Customize Status Bar Menu	
Demo 1-1: Customizing the Ribbon and the Status Bar	
The Window Group	
Demo 1-2: Working with Multiple Windows Simultaneously	
Topic B: Set PowerPoint 2013 Options	
The Save Options	
The Advanced Options	
Demo 1-3: Setting PowerPoint 2013 Options	
Lesson 01 Review	
<u>Lesson 02 - Customizing Design Templates</u>	22m
Topic A: Modify Slide Masters and Slide Layouts	
Slide Masters	
The SLIDE MASTER Tab	
Demo 2-1: Working with Slide Masters	
Custom Slide Layouts	
Custom Themes	
Demo 2-2: Creating a Custom Slide Layout	
Topic B: Add Headers and Footers	
Headers and Footers	
The Header and Footer Dialog Box	
Demo 2-3: Adding Headers and Footers	
Topic C: Modify the Notes Master and the Handout Master	
The Notes Master	
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Demo 2-4: Modifying Notes Masters and Handout Masters	
Lesson 02 Review	

Lesson 03 - Adding SmartArt to a Presentation

13m

Topic A: Create SmartArt

SmartArt Graphics

The Choose a SmartArt Graphic Dialog Box

The Text Pane

Demo 3-1: Adding SmartArt to a Presentation

Topic B: Modify SmartArt

The SMARTART TOOLS Contextual Tab

The Selection Pane

Demo 3-2: Modifying SmartArt

Lesson 03 Review

Lesson 04 - Working with Media and Animations

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Topic A: Add Audio to a Presentation

The Audio/Video Controls

Bookmarks

The AUDIO TOOLS Contextual Tab

The PLAYBACK Tab

The Trim Audio Dialog Box

Demo 4-1: Adding Audio to a Presentation

Topic B: Add Video to a Presentation

The VIDEO TOOLS Contextual Tab

Poster Frames

Embed Codes

Demo 4-2: Adding Video to a Presentation

The PLAYBACK Tab

Demo 4-3: Setting Video Playback Options

Topic C: Customize Animations and Transitions

The Animation Pane

The Effect Options Dialog Box

Demo 4-4: Creating Custom Animation Effects

The Timing Group

Demo 4-5: Timing Slide Transitions

Lesson 04 Review

Lesson 05 - Collaborating on a Presentation

29m

Topic A: Review a Presentation

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Demo 5-1: Adding and Managing Sections

Comments

The Comments Pane

Demo 5-2: Adding and Managing Comments

The Revisions Pane

The Compare Group

Demo 5-3: Comparing and Merging Presentations

Topic B: Store and Share Presentations on the Web

Microsoft SkyDrive

The Save to SkyDrive Option

The PowerPoint Web App

Demo 5-4: Sharing a Presentation on the Web

Lesson 05 Review

Lesson 06 - Customizing a Slide Show

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Topic A: Annotate a Presentation

Annotations

Demo 6-1: Annotating a Presentation

Topic B: Set Up a Slide Show

The Presenter View

The Set Up Show Dialog Box

Demo 6-2: Setting Up a Slide Show

Topic C: Create a Custom Slide Show

The Custom Shows Dialog Box

The Define Custom Show Dialog Box

Demo 6-3: Creating a Custom Slide Show

Topic D: Add Hyperlinks and Action Buttons

Hyperlinks

The Insert Hyperlink Dialog Box

Action Buttons

The Action Settings Dialog Box

Demo 6-4: Adding Action Buttons to a Presentation

Topic E: Record a Presentation

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Demo 6-5: Recording a Presentation

Lesson 06 Review

Lesson 07 - Securing and Distributing a Presentation

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Topic A: Secure a Presentation

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The Mark as Final Feature

Digital Signatures

Digital IDs

The Trust Center Dialog Box

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Demo 7-1: Securing a Presentation

Topic B: Broadcast a Slide Show

The Present Online Option

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Demo 7-2: Presenting a Slide Show Online

Topic C: Create a Video or a CD

The Create a Video Option

The Package for CD Dialog Box

Demo 7-3: Converting a Presentation to a Video

Demo 7-4: Packaging a Presentation

Lesson 07 Review

Course Closure

Total Duration: 2h 55m