

This one-day Advanced Microsoft PowerPoint 2013 training class is for PowerPoint 2013 users who want to build upon their basic skills. Students will use advanced techniques such as working with Masters and Special Effects within their presentations.

Audience: For students who frequently build PowerPoint presentations.

Prerequisites: Experience in the basics of PowerPoint 2013.

Number of Days: One day

1. Customizing Presentations

- Applying a Theme
- Previewing and Selecting a Theme
- Customizing a Theme
- Saving a Custom Theme
- Setting a Default Theme
- Applying a Background Style
- Apply a Built-in Background Style
- Create and Apply a Background Style
- Adding a Footer
- Arranging and Printing Sections
- Using Sections
- Removing Sections
- Printing Sections

2. Presentation Masters

- Working with the Slide Master
- Slide Layouts
- Formatting Slide Masters and Layouts
- Adding a Watermark to Your Presentation
- Adding Slide Numbers Using the Slide Master
- Inserting a New Slide Master
- Preserving a Slide Master
- Modifying the Notes Master
- Modifying the Handout Master
- Adding a Header and Footer to Notes and Handouts

3. Working with Special Effects

- Animating Text and Objects
- Working with the Animation Painter
- Setting Animation Timing
- Animating a Chart

4. Using SmartArt

- Inserting SmartArt Graphics
- Modifying SmartArt Graphics
- Resizing/Repositioning a SmartArt Object
- Resize a SmartArt Shape
- Resize a SmartArt Graphic
- Reposition a SmartArt Graphic
- Inserting Text into a SmartArt Object
- Formatting Text in a SmartArt Object
- Adding Shapes to a SmartArt Object
- Ungrouping SmartArt Objects

5. Multimedia

- Creating a Photo Album
- Adding Captions
- Applying a Theme to Your Album
- Customizing an Album
- Inserting Sounds and Video
- Inserting a Sound File
- Inserting a Video File
- Inserting a YouTube Video
- Editing Media Clips
- Editing an Audio Clip
- Editing a Video Clip
- Link to External Media

6. Setting up the Slide Show

- Setting up a Custom Show
- Creating a Hyperlink

- Adding an Action Button
- Jumping to another Presentation
- Using Rehearse Timings
- Navigating within a Slide Show
- Annotating a Presentation
- Creating a Presenter-Independent Slide Show
- Setting Up a Slide Show to Repeat Automatically

7. Outlines and Slides

- Exporting Notes and Handouts to Word
- Exporting an Outline to Word
- Saving a Presentation as an Outline
- Saving as a Slide as a Graphic

8. Managing Multiple Presentations

- Merging Multiple Presentations
- Reusing Slides from Other Presentations
- Viewing Multiple Presenters
- Tracking Changes in PowerPoint

9. Sharing and Securing a Presentation

- Sharing a Presentation with a Remote Audience
- Embedding the Fonts in a Presentation
- Inspecting the Presentation
- Packaging a Presentation for CD
- Using the PowerPoint Viewer
- Encrypting a Presentation
- Adding a Digital Signature
- Marking a Presentation as Final
- Granting Permissions
- Compressing Pictures
- Sending a Presentation in PDF Format

10. Microsoft PowerPoint 2013 New Features

- Using Comments
- Motion Path Changes

Appendix 1: Cloud

- Using the Cloud