Microsoft PowerPoint 2013

Part I: Basic presentations

1. Explore Microsoft PowerPoint 2013

1. Identifying new features of PowerPoint 2013
   a. If you are upgrading from PowerPoint 2010
   b. If you are upgrading from PowerPoint 2007
   c. If you are upgrading from PowerPoint 2003
2. Working in the PowerPoint 2013 user interface
   a. Identifying program window elements
   b. Working with the ribbon
   c. Opening, navigating, and closing presentations
3. Viewing presentations in different ways
4. Searching for help with PowerPoint 2013
5. Key points

2. Create presentations

1. Starting and saving presentations
2. Entering text in placeholders
3. Editing text
4. Adding and deleting slides
5. Importing slides from existing sources
6. Key points

3. Work with slides

1. Dividing presentations into sections
2. Rearranging slides and sections
3. Applying themes
4. Changing the slide background
5. Formatting text placeholders
6. Key points

4. Work with slide text

1. Changing the alignment, spacing, size, and look of text
2. Correcting and sizing text while entering it

3. Checking spelling and choosing the best wording
4. Finding and replacing text and fonts
5. Adding text boxes
6. Key points

5. Add simple visual enhancements

1. Inserting pictures and clip art images
2. Creating diagrams
3. Plotting charts
4. Drawing shapes
5. Adding transitions
6. Key points

6. Review and deliver presentations

1. Setting up presentations for delivery
2. Previewing and printing presentations
3. Preparing speaker notes and handouts
4. Finalizing presentations
5. Delivering presentations
6. Key points

Part II: Presentation enhancements

7. Present content in tables

1. Inserting tables
2. Formatting tables
3. Embedding and updating Excel worksheets
4. Key points

8. Fine-tune visual elements

1. Editing pictures
2. Customizing diagrams
3. Formatting charts
4. Arranging graphics
5. Key points

9. Add other enhancements

1. Adding WordArt text
2. Inserting symbols and equations
3. Capturing screen clippings
4. Creating hyperlinks
5. Attaching actions to text or objects
6. Key points

10. Add animations, audio, and videos

1. Animating with ready-made effects
2. Customizing animation effects
3. Adding audio content
4. Inserting and playing videos
5. Key points

Part III: Additional techniques

11. Share and review presentations

1. Sharing presentations in other formats
2. Sending presentations directly from PowerPoint
3. Protecting presentations by using passwords
4. Adding and reviewing comments
5. Merging presentation versions
6. Collaborating with other people
7. Key points

12. Create custom presentation elements

1. Viewing and changing slide masters
2. Creating themes, theme colors, and theme fonts
3. Designing slide layouts
4. Saving custom design templates
5. Key points

13. Prepare for delivery

1. Adapting presentations for different audiences
2. Rehearsing presentations
3. Preparing presentations for travel

14. Work in PowerPoint more efficiently

1. Changing default program options
2. Customizing the ribbon
3. Manipulating the Quick Access Toolbar
4. Key points