

## Microsoft® PowerPoint 2013

### **FUNDAMENTALS**

- Starting PowerPoint 2013
- What's New in PowerPoint 2013
- Understanding the PowerPoint Program Screen
- Giving Commands
- Using Command Shortcuts
- Creating a New Presentation
- Opening a Presentation
- Previewing and Printing a Presentation
- Saving a Presentation
- Closing a Presentation
- Using Help
- Exiting PowerPoint

### **GETTING STARTED WITH PRESENTATIONS**

- Inserting Slides and Deleting Slides
- Selecting a Layout
- Navigating a Presentation
- Organizing a Presentation

### **INSERTING AND EDITING TEXT**

- Inserting Text
- Inserting a Text Box
- Editing Text
- Moving and Copying Text
- Controlling How Text is Moved or Copied
- Collecting Multiple Items to Move or Copy
- Using Undo, Redo and Repeat
- Checking Your Spelling
- Finding and Replacing Text
- Inserting Symbols and Special Characters
- Inserting Equations

### **FORMATTING TEXT**

- Changing Font Type
- Changing Font Size
- Changing Font Color
- Changing Font Style
- Using the Font Dialog Box
- Copying Formatting
- Using WordArt

### **VIEWING THE PRESENTATION**

- Changing Views
- Using the Zoom Controls
- Using the Outline Pane
- Working with the Presentation Window
- Working with Multiple Presentations

### **FORMATTING THE PRESENTATION**

- Using Document Themes
- Changing the Background of a Slide
- Rearranging Slides
- Adding Headers and Footers
- Using the Slide Master
- Working with Bulleted and Numbered Lists
- Formatting Paragraphs
- Working with Tabs and Indents
- Changing Page Setup

## **WORKING WITH OBJECTS**

- Inserting Clip Art
- Inserting Screenshots
- Inserting Pictures and Graphics Files
- Removing Backgrounds from Pictures and Graphics
- Altering the Look of Pictures and Graphics
- Formatting Pictures and Graphics
- Inserting Shapes
- Formatting Shapes
- Resize, Move, Copy and Delete Objects
- Positioning Objects
- Applying Special Effects
- Grouping Objects
- Aligning and Distributing Objects
- Flipping and Rotating Objects
- Layering Objects

## **WORKING WITH TABLES**

- Creating a Table
- Working with a Table
- Adjusting Column Width and Row Height
- Inserting and Deleting Rows and Columns
- Merging and Splitting Cells
- Working with Borders and Shading
- Applying a Table Style

## **WORKING WITH CHARTS AND SMARTART**

- Inserting a Chart
- Inserting Chart Data
- Resizing and Moving a Chart
- Changing Chart Type
- Formatting a Chart
- Working with Labels
- Formatting Chart Elements
- Inserting SmartArt

- Working with SmartArt Elements
- Formatting SmartArt
- Converting Slide Text into SmartArt

## **APPLYING TRANSITION AND ANIMATION EFFECTS**

- Applying a Transition Effect
- Modifying a Transition Effect
- Applying an Animation Effect
- Modifying Animation Effects
- Customizing Animation Effects
- Copying Animation Effects
- Previewing a Transition or Animation Effect

## **WORKING WITH MULTIMEDIA**

- Inserting Audio
- Recording Audio Comments on a Slide
- Inserting Video from a File
- Inserting Video from the Web
- Editing Media Playback
- Inserting and Using Bookmarks
- Using Action Buttons
- Compressing Media

## **FINALIZING A PRESENTATION**

- Setting Up a Slide Show
- Rehearsing Slide Show Timings
- Adding Comments to a Slide
- Hiding a Slide
- Recording a Presentation
- Marking a Presentation as Final

## **DELIVERING A PRESENTATION**

Delivering a Presentation on a Computer  
Using the Laser Pointer, Pen, and Making Annotations  
Creating a Presentation that Runs by Itself  
Using Presenter View  
Creating a Custom Show  
Broadcasting Presentations

## **USING COLLABORATION AND DISTRIBUTION TOOLS**

Comparing and Merging Presentations  
Packaging a Presentation  
Saving Presentations as Videos  
Password Protecting a Presentation  
Publishing Slides  
Creating Handouts in Microsoft Word  
Importing and Exporting an Outline

## **CUSTOMIZING POWERPOINT**

Customizing the Ribbon  
Customizing the Quick Access Toolbar  
Using and Customizing AutoCorrect  
Changing PowerPoint's Default Options

## **WORKING WITH OTHER PROGRAMS**

Collaborating with Excel  
Collaborating with Word  
Modifying Embedded or Linked Content

## **MORE TOPICS**

Converting an Older Presentation to PowerPoint 2013  
Translating Text  
Viewing Document Properties and Finding a File  
Recovering Your Presentations  
Managing Versions