

Microsoft®

PowerPoint® 2013

Certification Guide

Courseware 3256 Exam 77-422 ISBN 978-1-55332-394-5

Course Description

This *Microsoft PowerPoint 2013 Certification Guide* teaches the information worker how to create and manage presentations using a variety of core and intermediate features. Some topics may appear to be basic skill sets but are discussed in more detail, exploring at a higher level different options that can be chosen or applied for that skill set.

Students who complete this course will have reviewed all of the exam objectives and be prepared to take the Microsoft Office Specialist PowerPoint 2013 Exam #77-422. Successful completion of the certification exam provides a competitive advantage by validating the knowledge and skill sets for individuals who may be seeking employment or further job opportunities in their careers.

Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the *Microsoft Windows* course or have equivalent Microsoft Windows knowledge and experience.

- start and run Windows
- use the taskbar
- use the Start button
- use the Help feature
- use Minimize, Restore Down/Maximize, or Close
- use the left and right mouse buttons appropriately
- understand file management techniques
- navigate between files, folders, or drives

About This Courseware

Courseware Description
 Course Design
 Course Objectives
 Conventions and Graphics

Lesson 1: Getting Started

Lesson Objectives
 What's New in PowerPoint 2013?
 What is PowerPoint?
 Getting Started
 Looking at the PowerPoint Window
 Using the Ribbon
 Viewing Screen Tips
 Using the Quick Access Toolbar
 Creating New Presentations
 Moving Around in Presentations
 Changing Slide Size Options
 Arranging Windows
 Switching Between Presentations
 Viewing a Presentation in a New Window
 Managing Presentation Files
 Saving Presentations
 Saving Presentations to SkyDrive
 Maintaining Backward Compatibility
 Modifying Presentation Properties
 Viewing Presentations
 Closing a Presentation
 Opening a Presentation
 Lesson Summary
 Review Questions

Lesson 2: Working with Slides

Lesson Objectives
 Using Themes
 Applying Themes
 Modifying Themes
 Formatting Slide Backgrounds
 Understanding Slide Layouts
 Applying Slide Layouts
 Formatting Placeholders
 Customizing Slide Layouts
 Using Gridlines and Guides
 Understanding Slide Masters
 Using Slide Master View
 Modifying an Existing Slide Layout
 Applying Modified Layouts to Slides

Managing Slides
 Inserting New Slides
 Duplicating Slides
 Hiding and Showing Slides
 Inserting Slides from Existing Presentations
 Inserting Slides from an Outline
 Deleting Slides
 Adding Footers, Date and Slide Numbers
 Organizing Slides
 Using the Slide Sorter
 Rearranging Slides
 Using Sections
 Lesson Summary
 Review Questions

Lesson 3: Working with Text

Lesson Objectives
 Using an Outline
 Using the Outline View
 Importing Text File Outlines
 Importing Word Document Outlines
 Adding Text
 Inserting Text on a Slide
 Deleting Text on a Slide
 Modifying Text on a Slide
 Using the Spelling Checker
 Using the Thesaurus
 Cutting, Copying, and Pasting Text
 Using the Office Clipboard
 Using Drag and Drop
 Using Bullets and Numbering
 Applying Bullets
 Applying Numbering
 Promoting and Demoting Lists
 Formatting Text
 Using the Format Painter
 Clearing Formatting
 Formatting Paragraphs
 Horizontal Alignment
 Add or Remove Columns
 Line Spacing
 Paragraph Spacing
 Changing the Direction of Text
 Changing the Vertical Position of Text
 Setting Tabs
 Creating Tabs with the Tab Selector
 Creating Tabs with the Tabs Dialog Box

Using Text Boxes
 Sizing and Positioning Text Boxes
 Changing the Order, Alignment, Orientation and Rotation
 Rotating a Text Box
 Reusing Formatting
 Using WordArt
 Inserting, Modifying, and Deleting WordArt
 Changing the WordArt Shape
 Formatting WordArt
 Lesson Summary
 Review Questions

Lesson 4: Working with Charts and Tables

Lesson Objectives
 Inserting Charts
 Changing the Chart Type
 Selecting and Editing Chart Data
 Changing the Chart Layout and Style
 Understanding Chart Elements
 Selecting Chart Elements
 Formatting Chart Elements
 Changing the Size and Position of a Chart Element
 Adding Chart Elements
 Modifying Chart Parameters
 Importing Charts from External Sources
 Using Tables
 Creating Tables from Scratch
 Copying and Pasting from Word or Excel
 Inserting an Excel Workbook
 Selecting and Moving in a Table
 Modifying Tables
 Changing the Size or Position of a Table
 Changing the Size of a Row or Column
 Adding and Deleting Rows or Columns
 Merging and Splitting Rows or Columns
 Formatting a Table
 Changing the Alignment or Orientation
 Lesson Summary
 Review Questions

Lesson 5: Adding Multimedia Elements

Lesson Objectives
 Using Multimedia Elements
 Working with Shapes
 Formatting Shapes
 Adjusting, Changing, and Editing Shapes
 Arranging Shapes
 Working with Pictures
 Inserting Pictures
 Inserting a Screenshot Image
 Inserting a Photo Album
 Understanding Image Formats
 Adjusting Pictures
 Compressing Pictures
 Changing a Picture
 Resetting a Picture
 Applying Styles & Effects to Pictures
 Arranging Pictures
 Resizing and Cropping Pictures
 Inserting and Modifying Hyperlinks
 Inserting and Modifying Action Buttons
 Working with SmartArt
 Choosing a SmartArt Layout
 Modifying SmartArt Shapes
 Using SmartArt Styles
 Changing the Orientation
 Converting SmartArt to Text or Shapes
 Review Questions

Lesson 6: Enhancing Presentations

Lesson Objectives
 Adding Audio and Video Media
 Adding Audio
 Adding Video
 Compressing and Optimizing Media

Using Transitions
 Inserting Transitions between Slides
 Modifying Transition Effect Options
 Managing Multiple Transitions
 Using Animations
 Applying Animations to Shapes
 Using Motion Path Animations
 Changing Animation Settings and Options
 Applying Animations to Text
 Using the Animation Painter
 Changing the Order of Animations
 Removing Animations
 Lesson Summary
 Review Questions

Lesson 7: Preparing the Slide Show

Lesson Objectives
 Reviewing Presentations
 Using Comments
 Inserting Comments
 Editing and Replying to Comments
 Tracking Changes
 Customizing the Presentation
 Adding Speaker Notes
 Embedding Fonts
 Proofing a Presentation
 Using the Accessibility and Compatibility Checkers
 Ensuring a Presentation is Compatible
 Setting Up a Slide Show
 Using Presentation Tools
 Using the Presenter View
 Rehearsing a Presentation
 Customizing Rehearsed Timings
 Recording a Presentation
 Creating Custom Slideshows
 Presenting Online
 Lesson Summary
 Review Questions

Lesson 8: Sharing Presentations

Lesson Objectives
 Reducing the Size of a Presentation File
 Compressing and Optimizing Media
 Compressing Pictures
 Changing Picture Resolution and Discarding Editing Information
 Protecting and Inspecting a Presentation
 Using the Document Inspector
 Protecting a Presentation
 Encrypting Presentations with a Password
 Restricting Access
 Adding a Digital Signature
 Marking a Presentation as Final
 Saving Presentations in Other Formats
 Save in an Earlier PowerPoint Format
 Creating PowerPoint Shows
 Saving a Presentation as PDF or XPS Document File
 Saving a Presentation as Images
 Saving a Presentation as a Video
 Save a Presentation as an Outline
 Saving a Presentation as an OpenDocument
 Packaging Presentations for CD
 Printing a Presentation
 Sharing a Presentation
 Inviting People
 Emailing a Presentation
 Publishing Slides
 Lesson Summary
 Review Questions

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