

Microsoft PowerPoint 2013 Course Outlines

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  DISPLAY: inline-block
}
.auto-style1 {
  text-align: left;
  border-width: 1px;
}
.auto-style2 {
  text-align: center;
}
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Contact us at 713-777-7664 for pricing.

- â€¢ Hands-on, instructor-led training classes
- â€¢ Step-by-step training manual with exercise link
- â€¢ Certificate of completion

- â€¢ Onsite Training available
- â€¢ Class can be customized to suit your needs
- â€¢ Private one-on-one classes are available

Listed below are our standard course outlines.

Each course is instructor led hands-on classroom-training using step-by-step student manual and exercises.

Microsoft
PowerPoint 2013 - Training Classes in Houston, Texas

Microsoft PowerPoint 2013: Level
1

Training Course Content

Lesson 1: Getting Started with PowerPoint®

Topic A: Navigate the PowerPoint Environment

Topic B: Create and Save a PowerPoint Presentation

Topic C: Use Help

Lesson 2: Developing a PowerPoint® Presentation

Topic A: Select a Presentation Type

Topic B: View and Navigate a Presentation

Topic C: Edit Text

Topic D:Â Build a Presentation

Lesson 3:Â Performing Advanced Text Editing

Topic A:Â Format Characters

Topic B:Â Format Paragraphs

Topic C:Â Format Text Boxes

Lesson 4:Â Adding Graphical Elements to Your Presentation

Topic A:Â Insert Clip Art and Images

Topic B:Â Insert Shapes

Lesson 5:Â Modifying Objects in Your Presentation

Topic A:Â Edit Objects

Topic B:Â Format Objects

Topic C:Â Group Objects

Topic D:Â Arrange Objects

Topic E:Â Animate Objects

Lesson 6:Â Adding Tables to Your Presentation

Topic A:Â Create a Table

Topic B:Â Format a Table

Topic C:Â Insert a Table from Other Microsoft Office Applications

Lesson 7:Â Adding Charts to Your Presentation

Topic A:Â Create a Chart

Topic B:Â Format a Chart

Topic C:Â Insert a Chart from Microsoft Excel

Lesson 8:Â Preparing to Deliver Your Presentation

Topic A:Â Review Your Presentation

Topic B:Â Apply Transitions

Topic C:Â Print Your Presentation

Topic D: Deliver Your Presentation

Appendix A: Microsoft Office PowerPoint 2013 Exam 77-422

Appendix B: Microsoft PowerPoint 2013 Common Keyboard Shortcuts

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Microsoft PowerPoint 2013: Level 2

Training Course Content

Lesson 1: Modifying the PowerPoint Environment

Topic A: Customize the User Interface

Topic B: Set PowerPoint 2013 Options

Lesson 2: Customizing Design Templates

Topic A: Modify Slide Masters and Slide Layouts

Topic B: Add Headers and Footers

Topic C: Modify the Notes Master and the Handout Master

Lesson 3: Adding SmartArt to a Presentation

Topic A: Create SmartArt

Topic B: Modify SmartArt

Lesson 4: Working with Media and Animations

Topic A: Add Audio to a Presentation

Topic B: Add Video to a Presentation

Topic C: Customize Animations and Transitions

Lesson 5: Collaborating on a Presentation

Topic A: Review a Presentation

Topic B: Store and Share Presentations on the Web

Lesson 6: Customizing a Slide Show

Topic A: Annotate a Presentation

Topic B:Â Set Up a Slide Show

Topic C:Â Create a Custom Slide Show

Topic D:Â Add Hyperlinks and Action Buttons

Topic E:Â Record a Presentation

Lesson 7:Â Securing and Distributing a Presentation

Topic A:Â Secure a Presentation

Topic B:Â Broadcast a Slide Show

Topic C:Â Create a Video or a CD

Appendix A:Â Microsoft Office PowerPoint 2013 Exam 77-422

Appendix B:Â PowerPoint 2013 Common Keyboard Shortcuts

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PowerPoint 2007 Training in HoustonÂ](#)

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