

Microsoft Office Specialist PowerPoint 2013

Session 1

Section A: Tour of the Interface

- Interface Tour, Templates
- The Ribbon
- Status Bar
- Backstage View
- Reuse Slides
- Project Plan

Section B: Organize Your Presentation

- Creating a Presentation
- Changing Presentation Themes
- Modify Slide Backgrounds
- Adding and Modifying Slides
- Duplicate, Hide Slides
- Apply Styles to Slides
- Change Slide Layout

Section C: Inserting and Formatting Shapes

- Inserting Slide Content
- Inserting Shapes, Resizing Shapes
- Apply Borders to Shapes
- Modify Shape Backgrounds
- Apply Styles to Shapes
- Align and Group Shapes
- Order Shapes
- Modify Slide Order
- Merge and Ungroup Shapes

Section D: Inserting and Formatting Text

- Formatting and Text Styles
- Change Text to WordArt

Session 2

Section A: Customize a Blank Document

- Create Bulleted Lists
- Create Multiple Columns
- Numbered Lists
- Insert Hyperlinks
- Hyperlinks Insert Menu
- Hyperlinks Action
- Email Hyperlinks
- Link to Slide Content

Section B: Insert and Format Tables

- Insert and Create Tables
- Apply Table Styles
- Import Tables
- Insert Excel Table
- Modify Tables

Section C: Create and Modify Charts

- Create Chart
- Modify Chart Type
- Modify Chart Style
- Insert and Import Chart
- Add and Modify a Legend

Section D: SmartArt

- Create SmartArt
- Change Color, Change Text
- Move Text, Reverse Direction
- Insert Images
- Resize Images
- Apply Effects
- Create Screenshot
- Create Photo Album

Section E: Insert Media

- Working with Media
- Trimming Media
- Set Start and Stop Times
- Link to External Media
- Insert Audio
- Inspect Presentation

Section F: Adding Animations and Transitions

- Adding Transitions
- Working with Transitions
- Animate Slide Content, Animation Pane
- Animation Duration
- Add Animation to Text
- Add Animation to Shapes
- Paths to Animations
- Animation on Charts
- Animate a Picture
- Entrance Animations
- SmartArt Animations
- Reorder Animations

Session 3

Section A: Slide Masters

- Customizing Slides, Slide Master
- Insert Master Layout
- Master Layout Backgrounds

- Name Master Layout
- New Slide Master
- Add and Change Background

Section B: Creating Custom Layouts

- Add a Picture to Master
- Apply Master Layout
- Add Header and Footer
- Add Notes and Handouts
- Modifying Presentation Options
- Setup Options

Section C: Presentation Properties

- Modify Presentation Properties
- Create Custom Slide Show
- Rehearse Timings and Configuration
- Configuring Slide Show Options
- Altering Presentation Views
- Section Headers

Section D: Printing Presentations

- Printer Selection and Color Options
- Printer Settings
- Print Selections

Section E: Saving Presentations

- Saving the Presentation
- Sharing the Presentation
- Present Online
- Export and Compatibility Checker

Section F: Navigating and Annotating

- Presenting the Presentation
- Presenter View
- Configure Slide Show Resolution
- Adding Password Protection
- Restrict Permissions
- Proof Presentations
- Merge Multiple Presentations

Section G: Checking the Presentation

- Inspect Document
- Compress Media
- Compatibility and Accessibility
- Embed Fonts