



PowerPoint Basic

Preparation for part of the Microsoft Office Specialist (77-422) certification exam.

Course Overview: This course provides an introduction to the main components of the PowerPoint 2013 interface. It covers opening and saving a presentation, working with slides, formatting text and text boxes, and using templates and theme variations to create professional looking presentations. You will also learn how to insert images, clip art, shapes, and tables as well as how to format these objects. This course introduces the use of SmartArt and WordArt features which are used to emphasize text and data. You will also learn how to create a photo album to display your personal or business photographs. You will see how to make presentations more dynamic by adding audio and video clips to any slide. You will understand how to use collaborative tools to allow multiple people to work on a single presentation at the same time. You will explore other collaboration features such as navigating through comments that were added to slides and accepting and rejecting changes. Also covered are slide transitions, proofing, language, and research tools, along with setting up and starting slide show presentations.

Expected Learning Outcomes: Upon completion of the course, students are expected to be able to:

1. Apply various formatting features to a presentation
2. Sequence the steps to insert and format various objects
3. Create and modify a photo album
4. Determine the best saving option and save a presentation
5. Implement animations within a presentation
6. Insert and manage audio and video basics
7. Work with transitions
8. Collaborate with others on presentations
9. Collaborate with others on presentations
10. Describe ways to collaborate and revise a presentation

Topics:

11. Creating Presentations
12. Create and view a presentation
13. Add text to a presentation and format it
14. Add an image to a presentation and format it
15. Arrange slides in a presentation
16. Determine the best saving option and save a presentation
17. Enhancing Presentations
18. Add a table to a presentation
19. Modify an existing table
20. Use SmartArt in presentations
21. Add WordArt to presentations
22. Present images using the Photo Album feature
23. Animations and Media
24. Apply animations to presentations
25. use audio in presentations
26. add video and manage its playback
27. Lesson 4: Finalizing a Presentation
28. Apply transitions to a presentation
29. Collaborate with others on presentations
30. Review PowerPoint
31. Prepare and present a presentation

What is Included

We are committed to providing quality training and support. Our training includes the following:

- **One Year Access-** All trainees will have 1year 24/7 access to training portal
- **Textbook(s) and authors:** Access to the online certification reference manuals
- **E-Reference Library-** One year 24/7 access to E-Reference library. This library will allow trainees to have access to additional reading books and materials in a variety of subject matters.
- **Exercises:** A series of exercises that will assess your comprehension and application of the principles covered in the course. Once you answer the assignment questions, you may compare your answers to the answer key and review any incorrect question subjects.
- **Lesson Quizzes/Tests:** Upon completion of each lesson and exercises, there is a lesson Quiz. These quizzes will assess your comprehension of the concepts covered within the lesson presentations. The grade achieved on these quizzes will be saved in your training portal so that you can track your progress as you take the course.
- **Final Exam:** Upon completion of all the activities in the course, there is a final exam. The exam will focus on all the material covered throughout the course, including reading assignments. The results achieved on the final exam will be saved in the grade section of your training portal for your review.
- **Exam Prep** To test your knowledge on the skills and competencies being measured by the vendor certification exam. Test Prep can be taken in either Study or Certification mode.
 - **Study Mode** is designed to maximize learning by not only testing your knowledge of the material, but also by providing additional information on the topics presented.
 - **Certification Mode** is designed to test your knowledge of the material within a structured testing environment, providing valuable feedback at the end of the test.
- **Technical Support** You will also have access to Instructional and Technical Support. Support may be reached as follows:
 - **Chat:** clicking the icon in the online classroom entitled, 'Connect with Support.' A help desk specialist is available Monday-Saturday via instantaneous chat mode.
 - o Monday-Thursday 8am-11pm
 - o Friday 8am-6pm
 - o Saturday 11am-6pm
- **E-Mail:** During those hours when online support is not available, instructional support will contact you within 24 business hours.

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