

Course Name	Microsoft Office PowerPoint 2013 Advanced
Course Duration	1 Day
Course Structure	Instructor-Led
Course Overview	This course is intended for people who have a basic understanding of Microsoft Windows and Microsoft Office Outlook 2013 and want or need to know how to perform more advanced tasks in Outlook.
Course Outcome	After completing this course, students will be able to explore the advanced features provided with the Outlook interface, such as advanced message, calendar, and contacts management.
Course Details	<p>Module 1: Modifying the PowerPoint Environment</p> <ul style="list-style-type: none"> • Customize the User Interface • Set PowerPoint 2013 Options <p>Module 2: Customizing Design Templates</p> <ul style="list-style-type: none"> • Modify Slide Masters and Slide Layouts • Add Headers and Footers • Modify the Notes Master and the Handout Master <p>Module 3: Adding SmartArt to a Presentation</p> <ul style="list-style-type: none"> • Create SmartArt • Modify SmartArt <p>Module 4: Working with Media and Animations</p> <ul style="list-style-type: none"> • Add Audio to a Presentation • Add Video to a Presentation • Customize Animations and Transitions <p>Module 5: Collaborating on a Presentation</p> <ul style="list-style-type: none"> • Review a Presentation • Store and Share Presentations on the Web <p>Module 6: Customizing a Slide Show</p> <ul style="list-style-type: none"> • Annotate a Presentation • Set Up a Slide Show • Create a Custom Slide Show • Add Hyperlinks and Action Buttons • Record a Presentation <p>Module 7: Securing and Distributing a Presentation</p> <ul style="list-style-type: none"> • Secure a Presentation • Broadcast a Slide Show • Create a Video or a CD