

Course Name	Microsoft Office PowerPoint 2013 Basic
Course Duration	1 Day
Course Structure	Instructor-Led
Course Overview	In this course, students will use PowerPoint 2013 to begin creating engaging, dynamic multimedia presentations.
Course Outcome	This objective of the Microsoft Office Specialist programme is to provide candidates with credentials that enable individuals to tap the full features and functionality of the Microsoft Office 2013 system, resulting in increased academic and job performance, individual differentiation and personal confidence. Upon completion of the required computer-based exams, the candidate will achieve the credential of a Microsoft Office Specialist
Course Details	<p><b>Unit 1: Getting started</b> Topic A: The PowerPoint interface</p> <p><b>Unit 2: Creating presentations</b> Topic A: Creating a basic presentation Topic B: Working with slides</p> <p><b>Unit 3: Editing slide content</b> Topic A: Formatting text and lists Topic B: Editing efficiently</p> <p><b>Unit 4: Working with shapes</b> Topic A: Creating shapes Topic B: Formatting shapes Topic C: Applying content to shapes</p> <p><b>Unit 5: Graphics</b> Topic A: WordArt Topic B: Pictures</p> <p><b>Unit 6: Tables and charts</b> Topic A: Tables Topic B: Charts Topic C: SmartArt</p> <p><b>Unit 7: Preparing and printing presentations</b> Topic A: Proofing presentations Topic B: Preparing a presentation Topic C: Printing presentations</p>

