

# Microsoft PowerPoint 2013 Intermediate

**Duration: 1 Day**

This course has been designed for users who currently use PowerPoint to a basic level.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

## Working with the Presentation

- Slide views
- Printing the presentation
- Moving slides
- Deleting slides
- Applying a background
- Applying a footer
- Notes page
- Slide sorter

## Working with Objects

- Drawing squares, circles and lines
- Using WordArt
- Altering the shape of the drawing
- Formatting the object
- Ordering and grouping objects
- Aligning
- Using rotate and flip
- Inserting a Screenshot

## Slide Layouts

- Working with bullet point slides
- Working with text and picture slides

## Pictures

- Using the pictures slide layout
- Inserting ClipArt (online pictures)
- Resizing the picture
- Moving the picture
- Formatting the picture

## Slide Show

- Basic slide transitions
- Basic animations
- Presenting the slide show