

# Microsoft Office PowerPoint 2013: Level 2

**Objectives:** You will enhance your presentation by using features that will transform it into a powerful means of communication. You will customize the PowerPoint interface to suit your requirements and use features to create dynamic and visually appealing presentations. You will then finalize a presentation and secure it to authenticate its validity.

**Designed for:** This course is intended for learners who have a foundational working knowledge of PowerPoint 2013, who wish to take advantage of the application's higher-level usability, security, collaboration, and distribution functionality.

**Prerequisites:** To ensure your success, we recommend that you first take Microsoft® Office PowerPoint 2013 : Level 1, or have equivalent knowledge and skills.

## Course Content:

### Modifying the PowerPoint Environment

- Customize the PowerPoint Interface
- Set PowerPoint 2013 Options

### Customizing Design Templates

- Modify Slide Masters and Slide Layouts
- Add Headers and Footers
- Modify the Notes Master and the Handout Master

### Adding SmartArt to a Presentation

- Create SmartArt
- Modify SmartArt

### Working with Media and Animations

- Add Audio to a Presentation
- Add Video to a Presentation
- Customize Animations and Transitions

### Collaborating on a Presentation

- Review a Presentation
- Store and Share Presentations on the Web

### Customizing a Slide Show

- Annotate a Presentation
- Set Up a Slide Show
- Create a Custom Slide Show
- Add Hyperlinks and Action Buttons
- Record a Presentation

### Securing and Distributing a Presentation

- Secure a Presentation
- Broadcast a Slide Show
- Create a Video or a CD

**Duration:** 6 hours

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

**City of London: 020 7256 6668**   **Oxford Circus: 020 7580 1651**

web: [www.pitmanlondon.co.uk](http://www.pitmanlondon.co.uk)   email: [courses@pitmanlondon.co.uk](mailto:courses@pitmanlondon.co.uk)

