

Microsoft®

# PowerPoint® 2013

## Certification Guide

Courseware 3256   Exam 77-422   ISBN 978-1-55332-394-5

### Course Description

This *Microsoft PowerPoint 2013 Certification Guide* teaches the information worker how to create and manage presentations using a variety of core and intermediate features. Some topics may appear to be basic skill sets but are discussed in more detail, exploring at a higher level different options that can be chosen or applied for that skill set.

Students who complete this course will have reviewed all of the exam objectives and be prepared to take the Microsoft Office Specialist PowerPoint 2013 Exam #77-422. Successful completion of the certification exam provides a competitive advantage by validating the knowledge and skill sets for individuals who may be seeking employment or further job opportunities in their careers.

### Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the *Microsoft Windows* course or have equivalent Microsoft Windows knowledge and experience.

- start and run Windows
- use the taskbar
- use the Start button
- use the Help feature
- use Minimize, Restore Down/Maximize, or Close
- use the left and right mouse buttons appropriately
- understand file management techniques
- navigate between files, folders, or drives

**About This Courseware**

Courseware Description  
 Course Design  
 Course Objectives  
 Conventions and Graphics

**Lesson 1: Getting Started**

Lesson Objectives  
 What's New in PowerPoint 2013?  
 What is PowerPoint?  
 Getting Started  
   Looking at the PowerPoint Window  
   Using the Ribbon  
   Viewing Screen Tips  
   Using the Quick Access Toolbar  
   Creating New Presentations  
   Moving Around in Presentations  
   Changing Slide Size Options  
   Arranging Windows  
   Switching Between Presentations  
   Viewing a Presentation in a New Window  
 Managing Presentation Files  
   Saving Presentations  
   Saving Presentations to SkyDrive  
   Maintaining Backward Compatibility  
   Modifying Presentation Properties  
   Viewing Presentations  
   Closing a Presentation  
   Opening a Presentation  
 Lesson Summary  
 Review Questions

**Lesson 2: Working with Slides**

Lesson Objectives  
 Using Themes  
   Applying Themes  
   Modifying Themes  
   Formatting Slide Backgrounds  
 Understanding Slide Layouts  
   Applying Slide Layouts  
   Formatting Placeholders  
   Customizing Slide Layouts  
   Using Gridlines and Guides  
 Understanding Slide Masters  
   Using Slide Master View  
   Modifying an Existing Slide Layout  
   Applying Modified Layouts to Slides

Managing Slides  
   Inserting New Slides  
   Duplicating Slides  
   Hiding and Showing Slides  
   Inserting Slides from Existing Presentations  
   Inserting Slides from an Outline  
   Deleting Slides  
   Adding Footers, Date and Slide Numbers  
 Organizing Slides  
   Using the Slide Sorter  
   Rearranging Slides  
 Using Sections  
 Lesson Summary  
 Review Questions

**Lesson 3: Working with Text**

Lesson Objectives  
 Using an Outline  
   Using the Outline View  
   Importing Text File Outlines  
   Importing Word Document Outlines  
 Adding Text  
   Inserting Text on a Slide  
   Deleting Text on a Slide  
 Modifying Text on a Slide  
   Using the Spelling Checker  
   Using the Thesaurus  
   Cutting, Copying, and Pasting Text  
   Using the Office Clipboard  
   Using Drag and Drop  
 Using Bullets and Numbering  
   Applying Bullets  
   Applying Numbering  
   Promoting and Demoting Lists  
 Formatting Text  
   Using the Format Painter  
   Clearing Formatting  
 Formatting Paragraphs  
   Horizontal Alignment  
   Add or Remove Columns  
   Line Spacing  
   Paragraph Spacing  
   Changing the Direction of Text  
   Changing the Vertical Position of Text  
 Setting Tabs  
   Creating Tabs with the Tab Selector  
   Creating Tabs with the Tabs Dialog Box

Using Text Boxes  
   Sizing and Positioning Text Boxes  
   Changing the Order, Alignment, Orientation and Rotation  
   Rotating a Text Box  
   Reusing Formatting  
 Using WordArt  
   Inserting, Modifying, and Deleting WordArt  
   Changing the WordArt Shape  
   Formatting WordArt  
 Lesson Summary  
 Review Questions

**Lesson 4: Working with Charts and Tables**

Lesson Objectives  
 Inserting Charts  
   Changing the Chart Type  
   Selecting and Editing Chart Data  
   Changing the Chart Layout and Style  
   Understanding Chart Elements  
   Selecting Chart Elements  
   Formatting Chart Elements  
   Changing the Size and Position of a Chart Element  
   Adding Chart Elements  
   Modifying Chart Parameters  
   Importing Charts from External Sources  
 Using Tables  
   Creating Tables from Scratch  
   Copying and Pasting from Word or Excel  
   Inserting an Excel Workbook  
   Selecting and Moving in a Table  
 Modifying Tables  
   Changing the Size or Position of a Table  
   Changing the Size of a Row or Column  
   Adding and Deleting Rows or Columns  
   Merging and Splitting Rows or Columns  
   Formatting a Table  
   Changing the Alignment or Orientation  
 Lesson Summary  
 Review Questions

**Lesson 5: Adding Multimedia Elements**

Lesson Objectives  
 Using Multimedia Elements  
 Working with Shapes  
 Formatting Shapes  
 Adjusting, Changing, and Editing Shapes  
 Arranging Shapes  
 Working with Pictures  
 Inserting Pictures  
 Inserting a Screenshot Image  
 Inserting a Photo Album  
 Understanding Image Formats  
 Adjusting Pictures  
 Compressing Pictures  
 Changing a Picture  
 Resetting a Picture  
 Applying Styles & Effects to Pictures  
 Arranging Pictures  
 Resizing and Cropping Pictures  
 Inserting and Modifying Hyperlinks  
 Inserting and Modifying Action Buttons  
 Working with SmartArt  
 Choosing a SmartArt Layout  
 Modifying SmartArt Shapes  
 Using SmartArt Styles  
 Changing the Orientation  
 Converting SmartArt to Text or Shapes  
 Review Questions

**Lesson 6: Enhancing Presentations**

Lesson Objectives  
 Adding Audio and Video Media  
 Adding Audio  
 Adding Video  
 Compressing and Optimizing Media

Using Transitions  
 Inserting Transitions between Slides  
 Modifying Transition Effect Options  
 Managing Multiple Transitions  
 Using Animations  
 Applying Animations to Shapes  
 Using Motion Path Animations  
 Changing Animation Settings and Options  
 Applying Animations to Text  
 Using the Animation Painter  
 Changing the Order of Animations  
 Removing Animations  
 Lesson Summary  
 Review Questions

**Lesson 7: Preparing the Slide Show**

Lesson Objectives  
 Reviewing Presentations  
 Using Comments  
 Inserting Comments  
 Editing and Replying to Comments  
 Tracking Changes  
 Customizing the Presentation  
 Adding Speaker Notes  
 Embedding Fonts  
 Proofing a Presentation  
 Using the Accessibility and Compatibility Checkers  
 Ensuring a Presentation is Compatible  
 Setting Up a Slide Show  
 Using Presentation Tools  
 Using the Presenter View  
 Rehearsing a Presentation  
 Customizing Rehearsed Timings  
 Recording a Presentation  
 Creating Custom Slideshows  
 Presenting Online  
 Lesson Summary  
 Review Questions

**Lesson 8: Sharing Presentations**

Lesson Objectives  
 Reducing the Size of a Presentation File  
 Compressing and Optimizing Media  
 Compressing Pictures  
 Changing Picture Resolution and Discarding Editing Information  
 Protecting and Inspecting a Presentation  
 Using the Document Inspector  
 Protecting a Presentation  
 Encrypting Presentations with a Password  
 Restricting Access  
 Adding a Digital Signature  
 Marking a Presentation as Final  
 Saving Presentations in Other Formats  
 Save in an Earlier PowerPoint Format  
 Creating PowerPoint Shows  
 Saving a Presentation as PDF or XPS Document File  
 Saving a Presentation as Images  
 Saving a Presentation as a Video  
 Save a Presentation as an Outline  
 Saving a Presentation as an OpenDocument  
 Packaging Presentations for CD  
 Printing a Presentation  
 Sharing a Presentation  
 Inviting People  
 Emailing a Presentation  
 Publishing Slides  
 Lesson Summary  
 Review Questions

**Appendices**  
 Appendix A: Courseware Mapping  
 Appendix B: Glossary of Terms  
 Appendix C: Index