



PowerPoint 2013 Interface

Screen Elements
File Management in Windows 8

Section 1 -Office Integration: Word & Excel

Word Documents for PowerPoint
Creating a Word Outline
From List to SmartArt
Inserting Charts
Update and Edit Links
Link to Another File Type

Section 2 - Slide Themes & Objects

Format the Presentation
Add a Shape
Shape and Text Effects
Duplicate and Group Objects
Quick Styles
Customizing a Theme
Slide Background
Save a Custom Theme
Add SmartArt

Section 3 - Finishing Touches

Animation
Automatic Display
Spelling and Grammar

Section 4- Working with Masters

Viewing the Slide Master
Apply a Custom Background
Headers and Footers
Notes Master
Handout Master

Section 5- Making the Presentation

Effective Slide Design
Notes Pages
Audience Handouts
Handouts with Notes in Word
Package for CD
Present Online
Hyperlinks

Section 6 - Multimedia

Add a CD Audio Track
Play Music and Wave Files
Play Across Slides
Insert Video Files with Audio
Watch a Video Online

Section 7 - Creating a Template

New Title Master Slide
Edit the Slide Master
Create a New Layout
Using a Custom Template
Presentation Properties

Appendix - Recording Audio & Narration

Clear Narration and Timings
Create a Video