



## PowerPoint 2013 Level 2 Course Content

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### Course Objectives:

- Customize slide layouts, create and use multiple themes, add graphics to backgrounds, and share custom themes between presentations.
- Use copied, imported, linked, and embedded data from other presentations and programs to create presentations.
- Use charts and tables to present data graphically.
- Use graphics and animation effects to enhance presentations, and increase the impact of text and graphics in a presentation.
- Add notes and annotations to slides; and use PowerPoint features to rehearse, package, and prepare slide shows for presentation.

*This course is for students who want to enhance their existing PowerPoint skills to add themes, charts & tables, graphics and animation or to share information and package the presentation for use on another computer.*

### Course Content:

#### Building Presentation Themes

Designing Custom Slide Layouts  
Using More Than One Theme in a Presentation  
Customizing Slide Backgrounds  
Sharing Themes Between Presentations  
Adding and Managing Sections

#### Sharing Information

Copying/Moving Slides and Objects Between Presentations  
Creating Presentations Using Imported Text  
Creating Hyperlinks; Linking and Embedding  
Comparing and Merging Presentations

#### Enhancing Presentations with Charts and Tables

Creating and Editing Charts and Chart Data  
Linking to Microsoft Excel Charts  
Creating Organization Charts  
Inserting Tables

#### Enhancing Presentations with Graphics and Animation Effects

Working with Graphics and Arranging Objects  
Using Graphics Effects and Animation Effects  
Editing Video

#### Producing Advanced Slide Shows

Creating Notes and Annotations  
Using Hidden Slides  
Packaging Presentations for CD or USB