

## [AVWSQ-PPT13Basic]: WSQ ICDL® Microsoft PowerPoint 2013 Basic

Length	: 2 Days
Level	: Clerical/Supervisory
Technology	: Microsoft Operating System and Microsoft Office 2013
Delivery Method	: Instructor-led (Classroom)

### Course Overview

A basic course preparing participants to perform presentation functions.

### Audience Profile

Be able to listen and speak English at a proficiency level equivalent to the Employability Skills Workforce Skills Qualifications (ES WSQ) Workplace Literacy (WPL) level 4; and be able to read and write English at a proficiency level equivalent to ES WSQ WPL level 4 and be able to operate a personal desktop computer.

### At Course Completion

Participants will have the knowledge and application skills in using a presentation application. The skills include understanding fundamental presentation concepts, and using basic functions within the presentation application.

### Pre-Requisites

Participants are able to operate a personal desktop computer.

### Course Outline

#### Section 1: Getting Started

##### Lessons

- Introduction
  - Good practices in creating slides and slide contents
  - Starting powerpoint 2013
- Exploring powerpoint 2013 interface
  - Title bar
  - The ribbon
  - Quick access toolbar
  - Slides pane
  - Notes pane
  - Status bar
  - The zoom tool
- Presentation views
  - Using normal view
  - Using outline view

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- Using slide sorter view
- Using slide show view
- Using notes page view
- Using reading view
- Using the help function
- Working with presentation files
  - Create and save a presentation file
  - Adding presenter notes to slides

## Section 2: Working with slides

### Lessons

- Managing slides
  - Understanding slides and slide layouts
  - Organizing slides
- Customizing slides
  - Slide background
  - Applying theme

## Section 3: Working with texts

### Lessons

- Text Basics
  - Adding content
  - Selecting text and objects
  - Using cut, copy, and paste
  - Using undo and redo
  - Checking your spelling
- Bullets and numbers
  - Adding bullets and numbers
  - Modifying the list's appearance

## Section 4: Slide Formatting

### Lessons

- Formatting Text
  - Font Formatting
  - Clearing Formatting
  - Paragraph Formatting
- Slide master
- Headers and footers

## Section 5: Working with objects

### Lessons

- Image Files
  - Inserting Pictures
  - Modifying Pictures
- Shapes
  - Drawing Shapes
  - Inserting Text Boxes

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- Formatting Drawn Objects
- Grouping and Ungrouping Drawn Objects
- Aligning Objects
- Arranging Objects
- Organisation Charts
  - Creating Organisation Chart
  - Modify Organisation Chart

## **Section 6: Tables and Charts**

### **Lessons**

- Tables
  - Inserting Tables
  - Modifying Tables
- Insert Spreadsheet File
- Charts
  - Inserting Chart
  - Formatting Charts

## **Section 7: Slide Show and Printing**

### **Lessons**

- Presenting A Slide Show
  - Slide Show Setup Options
- Slide Transitions
  - Applying Transitions
  - Modifying Transitions
  - Hiding Slides
- Animations
  - Applying Animations
  - Removing Animations
- Printing
  - Slide Setup
  - Print Presentation

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