

# Microsoft PowerPoint 2013

## Basic to Intermediate

**Course Code:** VTLOKPBX3

**Duration:** 2 Days (14 Hours)

**SkillsConnect SDF Approved Course**

Eligible for: SkillsFuture Credit  
SDF Grant ■ PIC Scheme



### Course Brief

This 2-day course will equip learners the techniques of brainstorming and how to put all your ideas into a presentation in a fun and practical way.

Learn how to appropriately enhance your presentation by adding colours, backgrounds and images. You will learn how to handle animations and transitions suitably to enhance your audience's attention. Know the dos and don'ts when using animations.

You will also learn how to make your presentation portable so that you can present when the need arises. Printing 101 will also be addressed in this fun filled course.

A hands-on based course coupled with exercises to allow you to practice on lessons taught to enforce understanding on Microsoft PowerPoint 2013 and get better acceptance on your presentation.

### Course Outline Highlights

#### GETTING STARTED

- Planning Techniques/Dos and Don'ts
- Working With the Quick Access Toolbar
- Setting Slide Size

#### WORKING WITH POWERPOINT VIEWS

- The Normal/Notes Pages/Slide Sorter/Reading View

#### WORKING WITH MASTER VIEWS

- Get Into/Exit from the Slide Master View
- Set the Presentation Appearance
- Work with the Slide Master Layout
- Save a Custom Design Template

#### CUSTOMISING SLIDE APPEARANCES

- Apply a Gradient/Texture/Picture Background
- Apply/Create a Colour Scheme & Font Theme
- Apply a Design to Selected or All Slides
- Insert Header and Footer

#### MANAGING SLIDES

- Change a Slide Layout
- Duplicate a Slide from the Slides Group/Tab
- Add/Delete/Rearrange Slides
- Reuse Slides (From Other Presentations)
- Organize Your Slides into Logical Sections

#### WORKING WITH TEXT

- Select a Word/Multiple Words/Paragraph
- Insert/Delete Points
- Find and Replace Text
- Spell Check

#### FORMATTING TEXT

- Change the Font/Font Size/Font Style
- Change Text Alignment/Line Spacing
- Change a Bullet Character
- Change a Custom/Picture Bullet Character
- Change Numbering Format

#### ADDING OBJECTS

- Insert/Format Wordart
- Handle Online Pictures and Pictures
- Add a Screen Shot to a Slide

#### SHAPES, TEXT BOXES AND SMARTART

- The Grid and Drawing Guide
- Resize/Rotate an Object
- Change the Sequence Order of Objects
- Group/Ungroup Objects
- Align/Distribute/Format Objects
- Insert/Create/Replace Smart Art Graphics
- Enter Text on a Smart Art

#### SELECTION AND VISIBILITY PANE

- Display the Selection and Visibility Pane
- Change the Sequence Order of Objects
- Rename the Object Names
- Hide/Show Objects in a Slide

#### PRINTING PRESENTATIONS

- Print Preview & Preview a Grayscale Printout
- Printing Presentation

#### TRANSITIONS AND ANIMATIONS

- Add/Remove Slide Transition Effects
- Use Transitions with 3-D Motion Effects
- Apply Single/Multiple Animation to an Object
- View a List of Animations Apply On the Slide
- Set Effect Options & Animation Timing
- Reorder Animation Sequence
- Change Animation Effect

#### RUNNING SLIDE SHOW

- Execute a Presentation
- Advancing Slides Techniques
- Set Up a Slide Show
- Rehearse a Slide Show
- Change Slide Timings
- Hide Slides

### This Course Is For

Learners with zero to little knowledge of using Microsoft PowerPoint 2013.

Public Sector - Division 1, 2, 3 & 4  
Private Sector - Applicable to All

### Course Fee

S\$320.00 before GST  
S\$342.40 after GST

### Related Courses

- Microsoft PowerPoint 2013 Advanced
- Effective Presentation Skills with PRESENT! Model
- Speaking Your Way to the Top

### Four Ways to Register

- 1) By e-mail/Fax  
Download Registration form
- 2) Online Sign Up via our website
- 3) By HRMS-2 / ACE System  
For government ministries on HRMS-2 or ACE portals inform your Training Coordinator of our **Course Code** and **Course Date**. Be sure to inform them that the Training Provider is **Oaks Training**
- 4) By Phone: Call 6423-1183

### Customisation/Request

We can:

- Customise this course
- Conduct In-house Training
- Conduct Evening/Saturday Classes



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### For Your Delight

- Refreshments are provided for morning and afternoon tea breaks.
- A Certificate of Attendance will be given subject to 90% attendance.