# PowerPoint 2013

Manual práctico para todos los niveles





Rosario Peña Pérez - Julio F. Cuartero Sánchez



# **Powerpoint 2013 Manual**

**Nancy Conner, Matthew MacDonald** 

# **Powerpoint 2013 Manual:**

**PowerPoint 2010** Axzo Press, 2010 This ILT Series course rated 5 0 5 0 in overall quality by ProCert Labs covers the basic functions and features of PowerPoint 2010 After an introduction to PowerPoint's window components and Help system students will learn to create save and rearrange presentations Then they will format text use drawing objects work with graphics and insert tables and charts They will then learn to use templates and themes slide masters and transition effects Finally students will learn to proof run and print presentations Course manual comes with CertBlaster exam prep software Microsoft PowerPoint 2013 - Overview EZ-Ref Courseware, 2013-09-15 Color Student reference manual designed for instructor led computer training Can also be used as a self paced tutorial for learning the basic concepts of Microsoft PowerPoint 2013 To download the exercise files that accompany this title please visit http www ezref com exercise files For information regarding unlimited printing with the ability to customize our courseware please visit our website www ezref com Topics covered in Microsoft PowerPoint 2013 One Day 6 8 hours PowerPoint Basics Screen Menus Opening a Presentation Using Help Running a Slide Show Changing Views Spell Checking your Presentation Working with Objects Moving Copying Resizing Deleting Customizing Objects Entering Editing Text Creating a New Presentation Using the Outliner Adding Headers and Footers Working with Text Charts Find Replace Saving Your Presentation Printing Adding Deleting Slides Working with Bullet Lists Drawing Objects Using the Ruler to Set Tabs Indents Adding Tables Inserting ClipArt Creating WordArt SmartArt Creating and Customizing Charts Creating Slide Shows Adding Animation Transition Effects Document Recovery Editing Master Slides Creating Custom Backgrounds Using Creating Templates Adding Microsoft PowerPoint 2019 and 365 Training Manual Classroom in a Book TeachUcomp ,2021-10-29 Hyperlinks Complete classroom training manuals for Microsoft PowerPoint 2019 and 365 Contains 213 pages and 102 individual topics Includes practice exercises and keyboard shortcuts You will learn introductory through advanced concepts from creating simple yet elegant presentations to adding animation and video and customization Topics Covered Getting Acquainted with PowerPoint 1 The PowerPoint Environment 2 The Title Bar 3 The Ribbon 4 The File Tab and Backstage View 5 The Quick Access Toolbar 6 Touch Mouse Mode 7 The Scroll Bars 8 The Presentation View Buttons 9 The Zoom Slider 10 The Status Bar 11 The Mini Toolbar 12 Keyboard Shortcuts Creating Basic Presentations 1 Opening Presentations 2 Closing Presentations 3 Creating New Presentations 4 Saving Presentations 5 Recovering Unsaved Presentations 6 Inserting New Slides 7 Applying Slide Layouts 8 Slide Sections 9 Working with PowerPoint File Formats 10 AutoSave Online Presentations 11 Reuse Slides in PowerPoint Using Presentation Views 1 Normal View 2 Outline View 3 Slide Sorter View 4 Notes Page View 5 Slide Show View 6 Reading View Using Text 1 Adding Text to Slides 2 Basic Object Manipulation 3 Font Formatting 4 Paragraph Formatting 5 Applying Custom Bullets and Numbering 6 Using Tabs 7 Setting Text Options 8 Checking Spelling Using Pictures 1 Inserting Pictures Saved Locally 2 Inserting Online Pictures 3 Basic Graphic Manipulation 4 Using Picture

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