

# PowerPoint 2013 Essentials Workshop

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Your participants will learn how to use the standard features of PowerPoint 2013. This workshop is designed to get into the basic features of PowerPoint 2013. Participants will be shown a practical way of learning with a hands-on and customizable approach. They will get a chance to experience some of the new features that are offered in PowerPoint 2013.

PowerPoint 2013 is the world's premier presentation software. With PowerPoint 2013 you are provided a new landing screen which makes launching and creating documents easier than previous versions. There is also an improved Presentation View which gives your presentations that extra focus. PowerPoint 2013 also has an improved user interface with an array of powerful tools to help you share your presentations through Skydrive!

## Workshop Objectives:

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- Create Presentations from scratch or templates
- Add slides or change slide layout
- Insert, edit, and format text
- Edit and format text
- Insert and work with pictures
- Use transitions and animations
- Prepare for a presentation, including the slide size, narration, and timing
- Preview or start a presentation and use in-show tools



For more information or to reserve your spot in this workshop, please contact:

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