

PowerPoint 2013 Expert Workshop

Your participants will learn how to use the in-depth features of PowerPoint 2013. This workshop is designed to get into the more advanced 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:

- Modify the PowerPoint environment and use multiple presentation windows
- Use sections and other tools for organizing the presentation
- Use headers, footers, and slide background options
- Use advanced formatting options for shapes and text boxes
- Create a photo album
- Use advanced selection and shape manipulation techniques
- Use advanced audio and video options
- Use advanced transition and animation techniques
- Collaborate on presentations

Inspect and protect your presentation, along with other additional presentation activities



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

Zelna Naude – 082 786 5690 – zelna@boekhoukursusse.co.za