

Powerpoint 2013 Tutorials Essential Training

Speedy Publishing

Microsoft PowerPoint 2013 Introduction Quick Reference Training Tutorial Guide (Cheat Sheet of Instructions, Tips & Shortcuts) TeachUcomp Inc.,2014-08-27 Designed with the busy professional in mind, this 4-page quick reference guide provides step-by-step instructions in PowerPoint 2013. When you need an answer fast, you will find it right at your fingertips with this Microsoft PowerPoint 2013 Quick Reference Guide. Simple and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. Includes touch gestures and keyboard shortcuts.

PowerPoint Essential Training (Office 365) Jess Stratton,2018 You don't have to be a designer to create a great-looking presentation. Learn how to use Microsoft PowerPoint for Office 365 to quickly create, edit, and share professional-looking presentations. In this training course, Jess Stratton shows how to get started with PowerPoint templates and themes or build a new presentation from scratch. She explains how to change the slide layout; add and edit text, images, charts, video, and animation; format slides for consistency; and add speaker notes and comments to ensure a smooth delivery. Plus, discover how to collaborate on changes and share presentations with others. By the end of the course, you'll know how to use the PowerPoint tools and follow a few simple design rules to draw attention to your message and deliver a presentation that shines.

Office 2013 Digital Classroom Walter Holland,AGI Creative Team,2013-09-05 This complete training package makes learning the new Office 2013 even easier! Featuring both a video training DVD and a full-color book, this training package is like having your own personal instructor guiding you through each lesson of learning Office 2013, all while you work at your own pace. The self-paced lessons allow you to discover the new features and capabilities of the new Office suite. Each lesson includes step-by-step instructions and lesson files, and provides valuable video tutorials that complement what you're learning and clearly demonstrate how to do tasks. This essential training package takes you well beyond the basics in a series of short, easy-to-absorb lessons. Takes you from the basics through intermediate level topics and helps you find the information you need in a clear, approachable manner Walks you through numerous lessons, each consisting of easy-to-follow, step-by-step instructions in full color that make each task less intimidating Covers exciting new features of Office 2013 applications: Word, Excel, PowerPoint, Outlook, and Publisher Features a companion DVD that includes lesson files and video tutorials for a complete training experience Shares additional resources available on companion website: www.digitalclassroombooks.com This all-in-one, value-packed combo teaches you all you need to know to get confidently up and running with the new Office 2013 suite!

Powerpoint 2013 Axzo Press Staff,2013-03-22 This ILT Series course covers the basic functions and features of PowerPoint 2013. After an introduction to PowerPoint's window components, students will open and run a presentation and switch between views. They'll create a basic presentation and add content; arrange, insert, and delete slides; and apply templates and design themes. Then, they'll learn how to create and edit shapes, insert and modify WordArt objects and pictures, and work with tables, charts, and diagrams. Finally, they'll learn how to proof a presentation, create speaker notes, and present and share their presentations. The Axzo Edition of this course focuses solely on the skills real users need to be productive immediately in Microsoft PowerPoint. We've listened carefully to customer feedback on the content, and redesigned the course to flow better in the classroom. Setup is clean and simple, examples relevant, and extraneous content gone.

Microsoft Office 2016 and 2013 Basics Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips) TeachUcomp Inc,2017-07-29 New to Microsoft Office 2016 or 2013? Upgrading from a previous version? Designed with the busy professional in mind, this two-page quick reference guide provides step-by-step instructions in the shared, basic features of Microsoft Excel, Word and PowerPoint. When you need an answer fast, you will find it right at your fingertips. Simple and easy-to-use, quick reference guides are perfect for individuals, businesses and as supplemental training materials. With 28 topics covered, this guide is ideal for someone new to Microsoft Office or upgrading from a previous version.

Illustrated Course Guide: Microsoft PowerPoint 2013 Basic David W. Beskeen,2014-02-26 Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft PowerPoint 2013 to students across experience levels. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft PowerPoint 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Illustrated Course Guide: Microsoft PowerPoint 2013 Advanced David W. Beskeen,2014-02-26 Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft PowerPoint 2013 to students across experience levels. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft PowerPoint 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

PowerPoint 2013 Absolute Beginner's Guide Patrice-Anne Rutledge,2013-02-06 Make the most of PowerPoint 2013-without becoming a technical expert! This book is the fastest way to learn PowerPoint and use it to create dynamic, eye-catching presentations that you can deliver in person or on the Web. Even if you've never used PowerPoint before, you'll learn how to do what you want, one incredibly clear and easy step at a time. PowerPoint has never, ever been this simple! Who knew how simple PowerPoint® 2013 could be? This is the easiest, most practical beginner's guide to using Microsoft's incredibly powerful new PowerPoint 2013 presentation software...simple, reliable instructions for doing everything you really want to do! Here's a small sample of what you'll learn: Quickly move from learning PowerPoint 2013 basics to creating and delivering polished, dynamic presentations Communicate data visually using pictures, shapes, charts, and SmartArt Design sophisticated presentations even faster with themes, variants, and custom layouts Enliven your presentations with animation, audio, and video, including online video from websites such as YouTube Collaborate on presentations using SkyDrive, Microsoft's online file-sharing solution Create MP4 and Windows Media videos from your PowerPoint presentations Publish and deliver your presentations on the Web Create and edit PowerPoint presentations on the go, using the PowerPoint Web App Access your presentations from a tablet or smartphone Expand the power of PowerPoint with third-party tools And much more... Patrice-Anne Rutledge is a business technology author and consultant who specializes in teaching others to maximize the power of new technologies. Patrice has used-and has trained others to use-PowerPoint for many years, designing presentations for meetings, seminars, trade shows, and worldwide audiences. She is also the author of five previous books about PowerPoint for Pearson Education. She can be reached through her website at www.patricerutledge.com. Category: Microsoft Office Covers: PowerPoint 2013 User Level: Beginning

Illustrated Course Guide: Microsoft PowerPoint 2013 Basic David W. Beskeen,2014-02-26 Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft PowerPoint 2013 to students across experience levels. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft PowerPoint 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Powerpoint 2013 Essentials (Speedy Study Guides) Speedy Publishing,2014-06-18 Microsoft PowerPoint

2013 Essentials is an explicit bit of training materials for use with the revamped version of PowerPoint 2013. The information is extensive and handy for someone that has knowledge of the previous version and wants to become very familiar in a short amount of time with the new interface. A perfect candidate for this product would be someone that uses PowerPoint presentations for business matters daily. A Chart would be instrumental as a quick reference point that illustrates the locations of the previous functions in correlation with the new interface.

New Perspectives on Microsoft PowerPoint 2013, Comprehensive Enhanced Edition S. Scott Zimmerman, Beverly B. Zimmerman, Ann Shaffer, Katherine T. Pinard, 2015-04-13 Readers develop the Microsoft PowerPoint 2013 skills for academic and career success with this latest edition from the popular New Perspectives Series. Updated with all-new case-based tutorials, NEW PERSPECTIVES MICROSOFT POWERPOINT 2013, COMPREHENSIVE ENHANCED EDITION continues to apply MS PowerPoint 2013 skills to real situations that fully demonstrate the relevance of concepts. A proven learning approach emphasizes critical thinking, problem-solving, and in-depth coverage. A new Troubleshoot case problem enhances analytical skills, while a new tutorial on Managing Your Files helps readers navigate Windows 8. Readers discover success with MS PowerPoint 2013 as NEW PERSPECTIVES MICROSOFT POWERPOINT 2013 emphasizes the value and application of what they are learning. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft PowerPoint 2013 EZ-Ref Courseware, 2013-09-15 (B&W) 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 Hyperlinks

Distributed Learning Tasha Maddison, Maha Kumaran, 2016-10-12 The field of distributed learning is constantly evolving. Online technology provides instructors with the flexibility to offer meaningful instruction to students who are at a distance or in some cases right on campus, but still unable to be physically present in the classroom. This dynamic environment challenges librarians to monitor, learn, adapt, collaborate, and use new technological advances in order to make the best use of techniques to engage students and improve learning outcomes and success rates. Distributed Learning provides evidence based information on a variety of issues, surrounding online teaching and learning from the perspective of librarians. Includes extensive literature search on distributed learning Provides pedagogy, developing content, and technology by librarians Shows the importance of collaboration and buy-in from all parties involved

Better Than Bullet Points Jane Bozarth, 2013-09-19 Featuring a complete update of the previous edition to reflect the new and expanded tools of PowerPoint 2013. By providing in-depth guidance, specific instructions, and helpful exercises, the book helps everyday trainers to create potent e-learning through the readily available popular desktop application. Established expert Jane Bozarth guides readers through the powerful new and updated features of the soon-to-be-released 2013 version, covering everything from text to art, animation to interactivity. If you have PowerPoint, this book will immediately put free real-world tools in your hands. Also features many online tools, including relevant technical design elements from older PowerPoint versions as well as a wealth of additional tools, templates, and examples. SECTION ONE: FOUNDATIONS Chapter One: Creating E-Learning with PowerPoint Chapter Two: It's About Design, Not Software SECTION TWO: INTERFACE AND CONTENT Chapter Three: The Graphic User Interface and Course Architecture Chapter Five: Creating and Editing Art Chapter Six: Animation Chapter Seven: Interactivity Chapter Eight: Add-Ons, Blending, Performance Support, and Job Aids Chapter Nine: Adding Narration and Multimedia SECTION THREE: DELIVERY AND SUPPORT Chapter Ten: Saving, Uploading, and Distributing Appendix: PowerPoint Basics References and Other Sources Other Resources

Microsoft PowerPoint 2013 Essentials (Speedy Study Guide) Speedy Publishing LLC, 2014-06-08 Microsoft PowerPoint 2013 Essentials is an explicit bit of training materials for use with the revamped version of PowerPoint 2013. The information is extensive and handy for someone that has knowledge of the previous version and wants to become very familiar in a short amount of time with the new interface. A perfect candidate for this product would be someone that uses PowerPoint presentations for business matters daily. A Chart would be instrumental as a quick reference point that illustrates the locations of the previous functions in correlation with the new interface.

The First 20 Hours Josh Kaufman, 2013-06-13 Forget the 10,000 hour rule- what if it's possible to learn the basics of any new skill in 20 hours or less? Take a moment to consider how many things you want to learn to do. What's on your list? What's holding you back from getting started? Are you worried about the time and effort it takes to acquire new skills-time you don't have and effort you can't spare? Research suggests it takes 10,000 hours to develop a new skill. In this nonstop world when will you ever find that much time and energy? To make matters worse, the early hours of practicing something new are always the most frustrating. That's why it's difficult to learn how to speak a new language, play an instrument, hit a golf ball, or shoot great photos. It's so much easier to watch TV or surf the web . . . In The First 20 Hours, Josh Kaufman offers a systematic approach to rapid skill acquisition- how to learn any new skill as quickly as possible. His method shows you how to deconstruct complex skills, maximize productive practice, and remove common learning barriers. By completing just 20 hours of focused, deliberate practice you'll go from knowing absolutely nothing to performing noticeably well. Kaufman personally field-tested the methods in this book. You'll have a front row seat as he develops a personal yoga practice, writes his own web-based computer programs, teaches himself to touch type on a nonstandard keyboard, explores the oldest and most complex board game in history, picks up the ukulele, and learns how to windsurf. Here are a few of the simple techniques he teaches: Define your target performance level: Figure out what your desired level of skill looks like, what you're trying to achieve, and what you'll be able to do when you're done. The more specific, the better. Deconstruct the skill: Most of the things we think of as skills are actually bundles of smaller subskills. If you break down the subcomponents, it's easier to figure out which ones are most important and practice those first. Eliminate barriers to practice: Removing common distractions and unnecessary effort makes it much easier to sit down and focus on deliberate practice. Create fast feedback loops: Getting accurate, real-time information about how well you're performing during practice makes it much easier to improve. Whether you want to paint a portrait, launch a start-up, fly an airplane, or juggle flaming chainsaws, The First 20 Hours will help you pick up the basics of any skill in record time . . . and have more fun along the way.

New Perspectives on Microsoft PowerPoint 2013, Comprehensive S. Scott Zimmerman, Beverly B. Zimmerman, Katherine T. Pinard, 2013-11-14 With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps students develop the Microsoft Office 2013 skills they need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft PowerPoint 2013 continues to engage students in applying skills to real-world situations, making concepts relevant. A new Troubleshoot case problem enhances critical thinking, and a new tutorial on Managing Your Files helps students navigate Windows 8. As always, New Perspectives improves learning outcomes and transference of skills by helping students understand why what they're learning is important. Important Notice: Media content referenced within the

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Powerpoint 2013 Axzo Press Staff,2013-03-22 This ILT Series course covers the basic functions and features of PowerPoint 2013. After an introduction to PowerPoint’s window components, students will open and run a presentation and switch between views. They’ll create a basic presentation and add content; arrange, insert, and delete slides; and apply templates and design themes. Then, they’ll learn how to create and edit shapes, insert and modify WordArt objects and pictures, and work with tables, charts, and diagrams. Finally, they’ll learn how to proof a presentation, create speaker notes, and present and share their presentations. The Axzo Edition of this course focuses solely on the skills real users need to be productive immediately in Microsoft PowerPoint. We’ve listened carefully to customer feedback on the content, and redesigned the course to flow better in the classroom. Setup is clean and simple, examples relevant, and extraneous content gone.

New Perspectives on Microsoft PowerPoint 2013, Brief S. Scott Zimmerman,Beverly B. Zimmerman,Katherine T. Pinard,2013-05-29 With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps students develop the Microsoft Office 2013 skills they need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft PowerPoint 2013 continues to engage students in applying skills to real-world situations, making concepts relevant. A new Troubleshoot case problem enhances critical thinking, and a new tutorial on Managing Your Files helps students navigate Windows 8. As always, New Perspectives improves learning outcomes and transference of skills by helping students understand why what they're learning is important. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

What’s New In Microsoft Office 2013 AMC College, This manual will show you what are the new tools and functions are available in the new version of the entire MS Office 2013, It allows you to pick up quickly those refined functions as well as new uses of the entire applications.

Embracing the Tune of Expression: An Emotional Symphony within **Powerpoint 2013 Tutorials Essential Training**

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