

Introduction to PowerPoint 2013 Outline

Target Audience:

This course is designed for employees wishing to become familiar with basic functions of PowerPoint, and constructing a PowerPoint presentation

Prerequisites:

None

Description:

The Microsoft PowerPoint 2013 course gives instruction on creating a basic PowerPoint presentation, as well as explains various features and design methods that can be applied when creating new slides.

Course Includes:

- Creating and opening presentations
- Tabs and design features
- Printing or saving your project to the web