



Microsoft PowerPoint 2013 for Advanced Users

Course Duration:

7 Hours / 1 Day

1 Using Sections

- Using sections to organize your slides into groups
- Adding a section
- Renaming a section
- Viewing all sections in a presentation
- Moving a section up or down in a list of slides
- Removing a section

2 Using Slide Master?

- What is a slide master?
- Using multiple slide masters in one presentation

3 Working with Charts

- Adding a chart to a presentation
- Creating a chart in Excel 2013
- Fine-tune your chart
- Change the data in your chart
- Save a custom chart as a template
- Copying an Excel chart to another Office program

4 Using SmartArt to create Organization Chart

- What to consider when choosing a layout
- Create an organization chart with pictures
- Formatting an organization chart

- Converting slide text to a SmartArt graphic
- Changing the colors of an entire SmartArt graphic
- Applying a style to your SmartArt graphic

5 Working with Graphics

- Working with pictures
- Removing a picture background
- Changing the brightness, contrast, or sharpness of a picture
- Recoloring a picture or clip art
- Applying an artistic effect
- Cropping a picture or place it in a shape
- Combining shapes to create a custom shape
- Using eyedropper to match colors on your slide
- Aligning or arranging an objects
- Line-up and space objects equally
- Compressing a picture

6 Using Video and Audio

- Video and audio file formats supported in PowerPoint
- Adding audio to your slide show
- Trimming a music or sound clip
- Setting the playback options for an audio clip
- Deleting a music clip or another sound
- Inserting or linking to a video that is stored on my PC
- Setting the 'Playback' options for a video in your

presentation

- Starting or ending your video with a fade effect
- Trimming a video

7 Slide Transitions

- Adding a transition to a slide
- Setting the speed and timing of transitions
- Removing a transition

8 Applying an Animation Effect

- Applying an animation effect to text or objects
- More about animating text and objects in PowerPoint 2013
- Animating text bullets
- Applying multiple animation effects to a single object
- Viewing a list of animations currently on the slide
- Setting the effect options, timing, or order for an animation
- Animating a SmartArt graphic
- Applying a motion path to text or an object
- Copy animation
- Removing an Animation Effect

9 Presenting a Slide Show

- Using keyboard shortcuts to deliver your presentation
- Starting a slide show presentation
- Viewing your speaker notes as you deliver your slide show
- Create a basic custom show
- Start a custom show from within PowerPoint
- Creating a self-running presentation
- Presenting online using the

Office Presentation Service

10 Import and Export

- Inserting outline text from Word to your PowerPoint presentation
- Decreasing or increasing text indents in an outline
- Writing and printing PowerPoint handouts in Word
- Saving your presentation as a video



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1 使用章節

- 使用章節將投影片組織成群組
- 新增章節
- 重新命名章節
- 檢視簡報中的所有章節
- 在投影片清單中上移或下移章節
- 移除章節

2 使用影片母片

- 什麼是投影片母片？
- 在一份簡報中使用多張投影片母片

3 處理圖表

- 在簡報加上圖表
- 建立圖表於 Excel 2013
- 微調圖表
- 變更圖表中的資料
- 將自訂圖表另存為範本
- 將 Excel 圖表複製到另一個 Office 程式

4 使用 SmartArt 建立組織圖

- 選擇版面配置時要考慮的事項
- 建立內含圖片的組織圖
- 格式化組織圖
- 將投影片文字轉換成 SmartArt 圖形
- 變更整個 SmartArt 圖形的色彩
- 將樣式套用到 SmartArt 圖形

5 處理圖像

- 使用圖片

- 移除圖片背景
- 變更圖片的亮度、對比或銳利度
- 重新為圖片或美工圖案上色
- 套用美術效果
- 裁剪圖片
- 合併圖案以建立自訂圖案
- 使用色彩選擇工具比對投影片上的色彩
- 對齊或排列物件
- 對齊物件並有等距間隔
- 壓縮圖片

6 使用視訊與音訊

- PowerPoint 中支援的視訊與音訊檔案格式
- 在投影片放映中新增音訊
- 修剪音效片段
- 設定音訊剪輯的播放選項
- 刪除音樂剪輯或其他聲音
- 內嵌或連結至儲存在我個人電腦上的視訊
- 設定簡報的視訊播放選項
- 使用淡出效果開始或結束視訊
- 修剪視訊

7 投影片之間的切換

- 為投影片加上切換效果
- 設定切換的速度與時間
- 移除切換效果

8 套用動畫效果

- 將動畫效果套用到文字或物件
- 在 PowerPoint 2013 中將文字與物件製作成動畫的詳細資訊
- 讓文字項目符號加上動畫
- 套用多種動畫效果至單一物件
- 檢視目前投影片上的動畫清單
- 設定動畫的效果選項、時間或順序
- 為 SmartArt 圖形加上動畫效果
- 將移動路徑套用到文字或物件

- 複製動畫
- 移除動畫效果

9 投影片放映

- 使用鍵盤快速鍵進行簡報
- 啟動投影片放映簡報
- 在放映投影片時檢視演講者備忘稿
- 建立基本自訂放映
- 從 PowerPoint 內開始自訂放映
- 建立自動執行的簡報
- 使用 Office Presentation Service 進行線上展示

10 匯入及匯出

- 將 Word 的大綱文字插入 PowerPoint 簡報
- 減少或增加大綱中的文字縮排
- 在 Word 中撰寫和列印 PowerPoint 講義
- 將簡報儲存成視訊