



Index Computers
Professional Computer Services

7447 Egan Drive, Suite 100
Savage, MN 55378
(952) 447-1040
Fax: (952) 447-1048
Web: www.IndexComputers.com

PowerPoint 2013

Level 1

Getting Started

The PowerPoint interface

Creating Presentations

Creating a Basic Presentation
Working with Slides

Editing Slide Content

Formatting Text and Lists
Editing Efficiently

Working with Shapes

Creating shapes
Formatting shapes
Applying content to shapes

Graphics

WordArt
Pictures

Tables and Charts

Tables
Charts
SmartArt

Preparing and Printing Presentations

Proofing presentations
Preparing a presentation
Printing presentations