



DEVORE  
TECHNOLOGIES



# PowerPoint 2013 Advanced

**Course Description:** Use PowerPoint 2013 to add audio and video to presentations. Learn how to edit video in PowerPoint and use collaboration tools to work with others. Make sure to use the right slide size to present on different screens.

**Prerequisites:** PowerPoint 2013 Introduction and PowerPoint 2013 Intermediate. Experience creating presentations and working with PowerPoint.

**Course Length:** 6 hours

## Audio

- Insert a sound file
- Insert a sound file as icon
- Set playback options

## Video

- Insert video
- Edit and trim video
- Embed online video

## Customize a Slide Show Presentation

- Set up a custom show
- Use action buttons for navigation
- Annotate a presentation—Ink
- Create a presenter-independent slide show
- Set up a slide show to repeat automatically

## Collaborate on a Presentation

- Review a presentation
- Work with comments
- Reuse slides
- Publish slides to a slide library (SharePoint)
- Share a presentation

## Secure and Distribute a Presentation

- Secure presentations
- Package a presentation
- Publish a presentation as a web page

## Enhance a presentation

- Photo album
- Screen shot
- Screen clip
- Presentation tips
- Aspect ratio—standard or widescreen
- Equipment requirements

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