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## Digital Literacy II: Office Productivity

### *Unit 4 Slideshow Presentations*

#### *STUDY GUIDE*

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Complete this Unit and you will be able to perform the following skills in Microsoft PowerPoint 2013

- Create, open, and save presentations
- Insert and duplicate slides and slide sections
- Delete and hide slides
- Format and customize slide layouts and themes
- Enter, edit, and format text and bullet-lists
- Check spelling and grammar
- Apply slide transitions
- Utilize slide views
- Insert, format, and arrange pictures
- Print slideshow presentations and handouts
- Start, advance, reverse, and stop a slideshow
- Utilize presentation tools and features

Read the lessons outlined below at <http://www.gcflearnfree.org/powerpoint2013>. Each lesson consists of multiple web pages; click the page-number links at the bottom of each page to navigate the entire lesson.

For each lesson:

- Download the practice presentation (link at the top of page 1)
- Watch the videos (where applicable)
- Practice slideshow-presentation skills by following along on your PC
- Complete the Challenge questions on the last page

NOTE: The web pages that you read may include links to further references or other websites. At your discretion, follow the links and read the additional information if you need further clarification to understand a topic or learn a particular skill.

**For each chapter, read all pages and complete the associated Challenge questions unless noted otherwise.**





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#### POWERPOINT FUNDAMENTALS

1. Chapter 4: Getting to Know PowerPoint
2. Chapter 5: Creating and Opening Presentations (pages 1, 2)
3. Chapter 6: Saving and Sharing Presentations (pages 1-3)
4. Chapter 7: Slide Basics
5. Chapter 11: Managing Slides
6. Chapter 8: Text Basics
7. Chapter 14: Lists
8. Chapter 15: Indents and Line Spacing (pages 1, 2, 4)
9. Chapter 16: Inserting Pictures (pages 1-3)
10. Chapter 17: Formatting Pictures (pages 1, 3)
11. Chapter 19: Arranging Objects
12. Chapter 9: Applying Themes
13. Chapter 10: Applying Transitions (pages 1, 2)
  - a. On page 2, scroll to the bottom, and read “To remove a transition”
  - b. Skip remaining sections on page 2
14. Chapter 26: Checking Spelling and Grammar (pages 1, 2)
15. Complete Lab 1: PowerPoint Fundamentals

#### PRESENTING A SLIDESHOW

16. Chapter 12: Printing
17. Chapter 13: Presenting Your Slideshow (pages 1-3)
18. Complete Lab 2: Presenting a Slideshow





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