**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