

## **Microsoft PowerPoint 2013 - Level 2: Instructor Setup Guide**

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## 1.1 General Hardware Requirements for Office Professional Plus 2013

### ■ Workstation

<i>COMPONENT</i>	<i>DESCRIPTION</i>
<b>Operating system</b>	Office 2013 32-bit products are supported on the following Windows operating systems: <ul style="list-style-type: none"> <li>• Windows Server 2008 R2 (64-bit)</li> <li>• Windows 7 (32-bit or 64-bit)</li> <li>• Windows Server 2012 (64-bit)</li> <li>• Windows 8 (32-bit or 64-bit)</li> </ul> Office 2013 64-bit products are only supported on the following Windows operating systems: <ul style="list-style-type: none"> <li>• Windows Server 2008 R2 (64-bit)</li> <li>• Windows 7 (64-bit)</li> <li>• Windows Server 2012 (64-bit)</li> <li>• Windows 8 (64-bit)</li> </ul>
<b>Processor</b>	1 gigahertz (GHz) or faster x86; or x64-bit processor with SSE2 instruction set
<b>Disk space</b>	3.0 gigabyte (GB)
<b>Memory</b>	1 gigabyte (GB) RAM (32-bit); 2 gigabytes (GB) RAM (64-bit)
<b>Display</b>	Graphics hardware acceleration requires a DirectX10 graphics card and a 1024 x 576 or higher resolution monitor

## 1.2 Software Setup Notes

### ■ Workstation

This course was created using Windows 8 Professional as the operating system. Other operating systems described above may be used and should not impact the flow of the course.

This course was created with a complete installation of Office Professional Plus 2013. If desired, you may save disk space by installing only the more common applications.

The workstation should be configured to connect to the Internet to accommodate exercises in section **4.1 Working with Graphics** where online graphics are located.

The workstation should be configured with a printer driver.

## 1.3 Classroom Data

Run the class data archive **P152en\_data.exe** for this course to install the class data to the **C:\P152en\_data** folder. The table below indicates the classroom data files that are included in the archive, as well as the section in which the file is first opened for use.

<b>DATA FILE</b>	<b>FILE TYPE</b>	<b>USED IN</b>
<b>Saving The Earth</b>	<b>.pptx</b>	Section <b>1.1 Designing Custom Slide Layouts</b> , in the exercise <b>Creating and Using a Custom Slide Layout</b>
<b>fern</b>	<b>.jpg</b>	Section <b>1.3 Customizing Slide Backgrounds</b> , in the exercise <b>Creating a New Background Style</b>
<b>Join The Green Team</b>	<b>.pptx</b>	Section <b>1.5 Adding and Managing Sections</b> , in the exercise <b>Adding and Managing Sections</b>
<b>Environmental Facts</b>	<b>.pptx</b>	Chapter 1 <b>Review Exercise</b>
<b>Leaves</b>	<b>.png</b>	Chapter 1 <b>Review Exercise</b>
<b>Recycling Breakdown</b>	<b>.pptx</b>	Section <b>2.1 Copying/Moving Slides and Slide Elements Between Presentations</b> , in the exercise <b>Inserting Slides from Another PowerPoint Presentation</b>
<b>Save The Earth Seminars</b>	<b>.pptx</b>	Section <b>2.1 Copying/Moving Slides and Slide Elements Between Presentations</b> , in the exercise <b>Copying a Slide and a Slide Element Between Presentations</b>
<b>Saving The Earth 2</b>	<b>.pptx</b>	Section <b>2.1 Copying/Moving Slides and Slide Elements Between Presentations</b> , in the exercise <b>Copying a Slide and a Slide Element Between Presentations</b>
<b>GreenTeam</b>	<b>.docx</b>	Section <b>2.2 Creating Presentations Using Imported Text</b> , in the exercise <b>Working with a Word Outline as a PowerPoint Presentation</b>
<b>Healthy Futures</b>	<b>.pptx</b>	Section <b>2.2 Creating Presentations Using Imported Text</b> , in the exercise <b>Inserting a Word Outline into an Existing Presentation</b>
<b>Recycle - For Our Children's Future</b>	<b>.docx</b>	Section <b>2.3 Creating Hyperlinks</b> , in the exercise <b>Creating and Using a Hyperlink</b>
<b>Employee Sign Up Sheet</b>	<b>.docx</b>	Section <b>2.4 Linking and Embedding Between Microsoft Programs</b> , in the exercise <b>Linking to Word Document Content from PowerPoint</b>
<b>Version One</b>	<b>.pptx</b>	Section <b>2.5 Comparing and Merging Presentations</b> , in the exercise <b>Comparing and Merging Presentations</b>
<b>Version Two</b>	<b>.pptx</b>	Section <b>2.5 Comparing and Merging Presentations</b> , in the exercise <b>Comparing and Merging Presentations</b>
<b>Mission Statement</b>	<b>.docx</b>	Chapter 2 <b>Review Exercise</b>
<b>Product Table</b>	<b>.docx</b>	Chapter 2 <b>Review Exercise</b>
<b>Saving Trees</b>	<b>.docx</b>	Chapter 2 <b>Review Exercise</b>
<b>Supplies Stats</b>	<b>.xlsx</b>	Section <b>3.3 Linking to Microsoft Excel Charts</b> , in the exercise <b>Linking to a Microsoft Excel Chart</b>

<b>DATA FILE</b>	<b>FILE TYPE</b>	<b>USED IN</b>
<b>Join The Green Team 2</b>	<b>.pptx</b>	Section <b>3.3 Linking to Microsoft Excel Charts</b> , in the exercise <b>Linking to a Microsoft Excel Chart</b>
<b>Bond List</b>	<b>.xlsx</b>	Chapter 3 <b>Review Exercise</b>
<b>Saving The Earth 3</b>	<b>.pptx</b>	Section <b>4.1 Working with Graphics</b> , in the exercise <b>Converting a Vector Graphic to a Drawing</b>
<b>Water lilies</b>	<b>.jpg</b>	Section <b>4.3 Using Graphics Effects</b> , in the exercise <b>Applying Text Effects</b>
<b>Saving The Earth 4</b>	<b>.pptx</b>	Section <b>4.4 Using Animation Effects</b> , in the exercise <b>Working with Animation Effects</b>
<b>Wildlife</b>	<b>.wmv</b>	Section <b>4.5 Editing Video</b> , in the exercise <b>Trimming Video and Using Bookmarks</b>
<b>Recycling Review</b>	<b>.pptx</b>	Chapter 4 <b>Review Exercise</b>
<b>The Recycling Players</b>	<b>.pptx</b>	Section <b>5.1 Creating Notes and Annotations</b> , in the exercise <b>Creating Notes in a Presentation</b>
<b>Table 2</b>	<b>.docx</b>	Linked to Saving The Earth 2.pptx
<b>Table 3</b>	<b>.docx</b>	Linked to Saving The Earth 3.pptx, Saving The Earth 4.pptx, and Recycling Review.pptx
<b>Table One</b>	<b>.docx</b>	Linked to Version One.pptx

The C:\P152en\_data folder may be deleted after the class.

## 1.4 Courseware Timing

The following table lists an estimated amount of time to be allocated per chapter and section based on a seven-hour training session. Time required for pre-class introductions or greetings has not been included. Please note that these are estimates only and that other variables may dictate the amount of time you spend on each chapter and section.

<b>CHAPTER/SECTION</b>	<b>ESTIMATED TIME</b>
<b>Building Presentation Themes</b>	<b>85 min</b>
1.1 Designing Custom Slide Layouts	15 min
1.2 Using More Than One Theme in a Presentation	15 min
1.3 Customizing Slide Backgrounds	15 min
1.4 Sharing Themes Between Presentations	15 min
1.5 Adding and Managing Sections	15 min
Review Exercise	10 min
<b>Sharing Information</b>	<b>90 min</b>
2.1 Copying/Moving Slides and Slide Elements Between Presentations	15 min
2.2 Creating Presentations Using Imported Text	15 min
2.3 Creating Hyperlinks	15 min
2.4 Linking and Embedding Between Microsoft Programs	15 min
2.5 Comparing and Merging Presentations	10 min
Review Exercise	20 min
<b>Enhancing Presentations with Charts and Tables</b>	<b>95 min</b>
3.1 Creating Charts	15 min
3.2 Editing Charts and Chart Data	15 min
3.3 Linking to Microsoft Excel Charts	15 min
3.4 Creating Organization Charts	15 min
3.5 Inserting Tables	15 min
Review Exercise	20 min
<b>Enhancing Presentations with Graphics and Animation Effects</b>	<b>90 min</b>
4.1 Working with Graphics	15 min
4.2 Arranging Objects	15 min
4.3 Using Graphics Effects	15 min
4.4 Using Animation Effects	15 min
4.5 Editing Video	15 min

<b>CHAPTER/SECTION</b>	<b>ESTIMATED TIME</b>
Review Exercise	15 min
<b>Producing Advanced Slide Shows</b>	<b>60 min</b>
5.1 Creating Notes and Annotations	15 min
5.2 Using Hidden Slides and Rehearsing Slide Timings	15 min
5.3 Packaging Presentations for CD	15 min
Review Exercise	15 min

