



**Course:**

## **Microsoft PowerPoint 2016: Basic**

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**Course Details**

**Duration:** 1.00 Day

**Summary**

It's hard to imagine a day going by without people passing along large amounts of information. Messages are everywhere, and the number of messages we receive seems to be increasing each day. Whether via phone, email, mass media, or personal interaction, we are subjected to a constant stream of information. With so much communication to contend with, it can be difficult to grab people's attention. But, we are often called upon to do just that. So, how do you grab and maintain an audience's focus when you're asked to present important information? By being clear, organized, and engaging. And, that is exactly what Microsoft® Office PowerPoint® 2016 can help you do.

Gone are the days of flip charts or drawing on a white board to illustrate your point. Today's audiences are tech savvy, accustomed to high-impact multimedia content, and stretched for time. By learning how to use the vast array of features and functionality contained within PowerPoint 2016, you will gain the ability to organize your content, enhance it with high-impact visuals, and deliver it with a punch. In this course, you will use PowerPoint 2016 to begin creating engaging, dynamic multimedia presentations.

You can also use the course to prepare for the Microsoft Office Specialist (MOS) Certification exam for Microsoft PowerPoint 2016.

Upon completing this course, you will be able to create and deliver engaging multimedia presentations that convey the key points of your message through the use of text, graphics, and animations.

You will:

- Identify the basic features and functions of PowerPoint 2016.
- Develop a PowerPoint presentation.
- Perform advanced text editing operations.
- Add graphical elements to your presentation.
- Modify objects in your presentation.
- Add tables to your presentation.
- Add charts to your presentation.
- Prepare to deliver your presentation.

**Introduction**

This course is designed for students who wish to gain a foundational understanding of Microsoft PowerPoint 2016 that is necessary to create and develop engaging multimedia presentations.



## **Prerequisites**

To ensure success, students should be familiar with using personal computers, and should have experience using a keyboard and mouse. Students should be comfortable in the Windows® 10 environment and be able to use Windows 10 to manage information on their computers. Specific tasks the students should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders.

## **Outline**

### **Lesson 1: Getting Started with PowerPoint**

- Topic A: Navigate the PowerPoint Environment
- Topic B: View and Navigate a Presentation
- Topic C: Create and Save a PowerPoint Presentation
- Topic D: Use PowerPoint Help

### **Lesson 2: Developing a PowerPoint Presentation**

- Topic A: Select a Presentation Type
- Topic B: Edit Text
- Topic C: Build a Presentation

### **Lesson 3: Performing Advanced Text Editing Operations**

- Topic A: Format Characters
- Topic B: Format Paragraphs
- Topic C: Format Text Boxes

### **Lesson 4: Adding Graphical Elements to Your Presentation**

- Topic A: Insert Images
- Topic B: Insert Shapes

### **Lesson 5: Modifying Objects in Your Presentation**

- Topic A: Edit Objects
- Topic B: Format Objects
- Topic C: Group Objects
- Topic D: Arrange Objects
- Topic E: Animate Objects



**Lesson 6:** Adding Tables to Your Presentation

Topic A: Create a Table

Topic B: Format a Table

Topic C: Insert a Table from Other Microsoft Office Applications

**Lesson 7:** Adding Charts to Your Presentation

Topic A: Create a Chart

Topic B: Format a Chart

Topic C: Insert a Chart from Microsoft Excel

**Lesson 8:** Preparing to Deliver Your Presentation

Topic A: Review Your Presentation

Topic B: Apply Transitions

Topic C: Print Your Presentation

Topic D: Deliver Your Presentation



**Course:**

## **Microsoft PowerPoint 2016: Advanced**

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**Course Details**

**Duration:** 1.00 Day

**Summary**

Meetings, instruction, training, pitches; these are all a part of our daily lives. We are often called upon to deliver presentations with little notice, at multiple venues, and with varying requirements. And, some of these presentations include sensitive information that needs to be guarded. Given all the variables, it may seem an overwhelming task to deliver your content, on time, to all audiences, and to only those who need to see it. Oh, and by the way, you need to make it interesting, informative, and memorable. So, how do you do it? Without the help of a robust set of tools, it would be nearly impossible. But Microsoft® Office PowerPoint® 2016 provides you with a variety of such tools that can help you deliver content in nearly any situation, while saving time and effort. By taking advantage of these tools, you will be creating presentations that not only stand out from the crowd, but also don't consume all of your available time.

You can also use the course to prepare for the Microsoft Office Specialist (MOS) Certification exam for Microsoft PowerPoint 2016.

Upon completing this course, you will be able to customize the PowerPoint 2016 application, and effectively create, collaborate on, secure, and distribute complex multimedia presentations for a variety of situations.

**You will:**

- Modify the PowerPoint environment.
- Customize design templates.
- Add SmartArt and math equations to a presentation.
- Work with media and animations.
- Collaborate on a presentation.
- Customize a slide show.
- Secure and distribute a presentation.

**Introduction**

This course is intended for students who have a foundational working knowledge of PowerPoint 2016, who wish to take advantage of the application's higher-level usability, security, collaboration, and distribution functionality.



## **Prerequisites**

To ensure success, students should have experience using PowerPoint 2016, running within the Windows® 10 operating system, to create, edit, and deliver multimedia presentations.

## **Outline**

### **Lesson 1: Modifying the PowerPoint Environment**

Topic A: Customize the User Interface

Topic B: Set PowerPoint 2016 Options

### **Lesson 2: Customizing Design Templates**

Topic A: Modify Slide Masters and Slide Layouts

Topic B: Add Headers and Footers

Topic C: Modify the Notes Master and the Handout Master

### **Lesson 3: Adding SmartArt and Math Equations to a Presentation**

Topic A: Create SmartArt

Topic B: Modify SmartArt

Topic C: Write Math Equations

### **Lesson 4: Working with Media and Animations**

Topic A: Add Audio to a Presentation

Topic B: Add Video to a Presentation

Topic C: Customize Animations and Transitions

### **Lesson 5: Collaborating on a Presentation**

Topic A: Review a Presentation

Topic B: Store and Share Presentations on the Web

### **Lesson 6: Customizing a Slide Show**

Topic A: Annotate a Presentation

Topic B: Set Up a Slide Show

Topic C: Create a Custom Slide Show

Topic D: Add Hyperlinks and Action Buttons

Topic E: Record a Presentation



**Lesson 7: Securing and Distributing a Presentation**

Topic A: Secure a Presentation

Topic B: Broadcast a Slide Show

Topic C: Create a Video or a CD