



Microsoft® PowerPoint 2016 Level 1

Course Description: This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft® Office PowerPoint 2016.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities – 7 hours (1 day)

Course Objectives: To explore the PowerPoint environment and create a new professional presentation.

Upon successful completion of this course, students will be able to:

- Create a presentation
- Format text on slides
- Apply a PowerPoint theme
- Add online pictures, pictures and shapes to a presentation
- Modify objects on slides
- Prepare to deliver a presentation
- Print presentations

Prerequisite: Experience and familiarity with Windows environment.

Course Outline		
<p>Explore PowerPoint</p> <ul style="list-style-type: none"> • Use the PowerPoint interface • Use the Ribbon • Use Backstage View <p>Use Basic Presentation Skills</p> <ul style="list-style-type: none"> • Create a new presentation • Enter text into a presentation • Open an existing presentation • Slide layouts <p>Saving the Presentation</p> <ul style="list-style-type: none"> • Local • Cloud <p>Edit and Proof Text</p> <ul style="list-style-type: none"> • Select text • Delete slide items • Find and replace text • Move/copy text between slides • Spell check 	<p>Explore PowerPoint Views</p> <ul style="list-style-type: none"> • Normal • Slide Sorter • Note Pages <p>Use the Outline View</p> <ul style="list-style-type: none"> • Collapse and expand slides • Demote and promote text lines • Add/delete/rearrange slide in the outline tab <p>Work with Presentations</p> <ul style="list-style-type: none"> • Create a custom layout • Apply a theme • Apply color theme • Apply font theme • Apply a background style • Change slide size • Change magnification 	<p>Format Presentation Text</p> <ul style="list-style-type: none"> • Use Format Painter • Text alignment • Manage shapes • Apply effects • WordArt • Text effects <p>Format Bullets and Numbers</p> <p>Apply Slide Transitions</p> <ul style="list-style-type: none"> • Apply a transition <p>Slide Show Setup</p> <ul style="list-style-type: none"> • Set automatic slide timings • Set a continuous loop • Hide a slide <p>Print Presentations</p> <ul style="list-style-type: none"> • Select page setup options • Preview a presentation • Print slides, speaker notes, outlines and handouts • Create Headers and Footers