



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