



# 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		
<b>Explore PowerPoint</b> <ul style="list-style-type: none"><li>• Use the PowerPoint interface</li><li>• Use the Ribbon</li><li>• Use Backstage View</li></ul> <b>Use Basic Presentation Skills</b> <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> <b>Saving the Presentation</b> <ul style="list-style-type: none"><li>• Local</li><li>• Cloud</li></ul> <b>Edit and Proof Text</b> <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>	<b>Explore PowerPoint Views</b> <ul style="list-style-type: none"><li>• Normal</li><li>• Slide Sorter</li><li>• Note Pages</li></ul> <b>Use the Outline View</b> <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> <b>Work with Presentations</b> <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>	<b>Format Presentation Text</b> <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> <b>Format Bullets and Numbers</b> <b>Apply Slide Transitions</b> <ul style="list-style-type: none"><li>• Apply a transition</li></ul> <b>Slide Show Setup</b> <ul style="list-style-type: none"><li>• Set automatic slide timings</li><li>• Set a continuous loop</li><li>• Hide a slide</li></ul> <b>Print Presentations</b> <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>