



Microsoft PowerPoint 2016 Level 1

Course PPT16-01 1 Day Instructor-led, Hands on

Introduction

Students will learn how to create engaging, dynamic multimedia presentations using Microsoft PowerPoint. Convey your message with text, graphics and animations.

At Course Completion

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

- Create PowerPoint presentations
- Format PowerPoint presentations
- Add tables, charts, and graphics to PowerPoint presentations
- Ready PowerPoint presentations for delivery

Prerequisites

Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Course Outline

Module 1: An Overview of PowerPoint 2016

- Opening PowerPoint 2016
- Exploring the PowerPoint environment
- Working with the quick access toolbar
- Using the PowerPoint Tell Me feature
- Opening and navigating an existing presentation
- Viewing a presentation
- Using the Zoom Feature
- Minimizing, restoring, maximizing and closing a presentation

Module 2: Creating a Presentation

- Creating a new presentation
- Saving a presentation
- Entering text
- Adding slides to your presentation
- Editing text in your slide
- Duplicating a slide
- Hiding and deleting a slide

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Module 3: Formatting a Presentation

- Creating and formatting a background
- Creating a font type, size and color for your text
- Applying character and paragraph formats
- Using the Format Painter

Module 4: Adding Tables to a Presentation

- Creating a table
- Formatting a table
- Adding table effects and styles
- Editing a table

Module 5: Adding a Chart to Your Presentation

- Creating a chart
- Editing a chart
- Formatting a chart

Module 6: Inserting and Modifying Graphic Objects

- Inserting and formatting a textbox
- Inserting and modifying clipart
- Inserting and formatting pictures
- Drawing and formatting shapes
- Inserting and formatting WordArt

Module 7: Delivering a Presentation

- Reviewing a presentation
- Adding animations and transitions
- Viewing a slide show
- Printing a presentation