

Microsoft PowerPoint 2016 Introduction

Duration: 1 Day

This course has been designed for users who are new to Microsoft PowerPoint. The course covers the basic functionality of the application such that delegates feel confident in creating professional presentations and slide shows.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

Introduction

- Creating a new presentation
- Creating a presentation from a corporate template
- Creating new slides
- Saving the presentation

Text Slides

- Bullet Point Slides
- Text Boxes
- Formatting text
- Moving and rearranging text

Working with the Presentation

- Slide views
- Moving slides
- Deleting slides
- Inserting slides from other files
- Printing the presentation

Working with Drawing Objects

- Slide Layouts for drawings
- Drawing Shapes
- Moving, copying, resizing shapes
- Rotating, ordering, grouping shapes
- Aligning shapes
- Formatting shapes

Photos and Online Pictures

- Slide Layouts for Photos and Online Pictures
- Inserting Photos and Online Pictures
- Formatting the image
- Moving/copying/resizing the image
- Screenshots

Working with Graphics

- WordArt
- SmartArt

Slide Layouts

- Table Slides
- Chart Slides

Importing from Excel and Word

- Importing Excel data and charts
- Importing text from Word

The Slide Show

- Basic slide transitions
- Basic animations
- Presenting the slide show