

PowerPoint 2016 Introduction

Length: 1 Day

Summary: Create and edit simple presentations, enhance presentations by formatting, use the drawing tools to create and edit logos and pictures, insert objects, apply slide design, set-up presentations for printing purposes.

Who Should Attend: PowerPoint is a powerful presentations application, which allows the user to create intuitive presentations for paper, screen or web output.

Experience Needed: Delegates should have an understanding of any Windows operating system.

COURSE CONTENT

POWERPOINT BASICS

- Foreword
- Getting Started with PowerPoint 2016
- Starting PowerPoint
- Opening an Existing Presentation
- Identifying Elements of the PowerPoint Window
- The Ribbon
- Moving Between Slides
- Using PowerPoint Help and the Tell me...box
- Changing PowerPoint Views
- Changing the Zoom Level
- Viewing the Presentation in Outline View
- Viewing the Presentation in Slide Sorter View
- Ending a PowerPoint Session
- Closing a Presentation
- Assignment

CREATING A PRESENTATION

- Beginning a New Presentation
- Downloading a Microsoft Office Online Template
- Adding Text and Slides
- Adding a New Slides in Normal View
- Entering Text in a Bulleted List
- Adding Slides and Text in Outline View
- Using AutoCorrect
- Editing Text and Slides
- Using the Undo and Redo Commands

- Using Find and Replace
- Deleting Slides
- Assignment

ENHANCING A PRESENTATION

- Changing Text Appearance
- Changing the Font Size
- Applying Font Styles and Effects
- Changing Text Colour
- Aligning Text
- Adjusting Line Spacing
- Using the Rulers
- Changing Slide Sequence
- Rearranging Slides in Outline View
- Creating Notes Pages and Handouts
- Formatting Handouts
- Printing Notes Pages and Handouts
- Checking Your Work
- Assignment

ADDING VISUAL INTEREST

- Illustrations - Shapes
- Drawing Lines, Straight and Curved
- Drawing Other Shapes
- Drawing Shapes in Proportion
- Sizing Shapes
- Selecting and Deselecting Objects
- Duplicating an Object
- Editing Objects
- Changing Line Colours and Applying Shadows
- Moving Objects
- Resizing Objects
- Adding Text to Objects
- Adding Images to Slides
- Assignment