

PowerPoint 2016 Essentials

Participants will learn to create, edit, and enhance slideshow presentations to create professional-looking sales presentations, training, instructional materials, and kiosk slideshows. Learners will gain a fundamental understanding of the PowerPoint 2016 environment and the correct use of key features of this application.



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Module One: Create and manage presentations

Create a presentation

- Create a new presentation
- Create a presentation based on a template
- Import Word document outlines

Insert and format slides

- Insert specific slide layouts
- Duplicate existing slides
- Hide and unhide slides
- Delete slides
- Apply a different slide layout
- Modify individual slide backgrounds
- Insert slide headers, footers, and page numbers

Modify slides, handouts, and notes

- Change the slide master theme or background
- Modify slide master content
- Create a slide layout
- Modify a slide layout
- Modify the handout master
- Modify the notes master

Order and group slides

- Create sections
- Modify slide order
- Rename sections

Change presentation options and views

- Change slide size
- Change views of a presentation
- Set file properties

Configure a presentation for print

- Print all or part of a presentation
- Print notes pages; print handouts
- Print in color, grayscale, or black and white

Configure and present a slide show

- Create custom slide shows
- Configure slide show options
- Rehearse slide show timing
- Present a slide show by using Presenter View

Module Two: Insert and Format Text, Shapes, and Images

Insert and format text

- Insert text on a slide
- Apply formatting and styles to text
- Apply WordArt styles to text
- Format text in multiple columns
- Create bulleted and numbered lists
- Insert hyperlinks

Insert and Format Shapes and Text Boxes

- Insert or replace shapes
- Insert text boxes, resize shapes and text boxes
- Format shapes and text boxes
- Apply styles to shapes and text boxes

Insert and format images

- Insert images
- Resize and crop images
- Apply styles and effects

Order and group objects

- Order objects
- Align objects
- Group objects
- Display alignment tools

Module Three: Insert Tables, Charts, SmartArt, and Media

Insert and Format Tables

- Create a table
- Insert and delete table rows and columns
- Apply table styles
- Import a table

Insert and Format Charts

- Create a chart
- Import a chart
- Change the Chart Type
- Add a legend to a chart
- Change the chart style of a chart

Insert and Format SmartArt Graphics

- Create SmartArt graphics
- Convert lists to SmartArt graphics
- Add shapes to SmartArt graphics
- Reorder shapes in SmartArt graphics
- Change the color of SmartArt graphics

Insert and manage media

- Insert audio and video clips
- Configure media playback options
- Adjust media window size
- Set the video start and stop time
- Set media timing options

Module Four: Apply transitions and animations

Apply slide transitions

- Insert Slide Transitions
- Set transition effect options

Animate Slide Content

- Apply animations to objects
- Apply animations to text
- Set animation effect options
- Set animation paths

Set Timing for Transitions and Animations

- Set transition effect duration
- Configure transition start and finish options
- Reorder animations on a slide

Module Five: Manage Multiple Presentations

Merge Content From Multiple Presentations

- Insert slides from another presentation
- compare two presentations
- insert comments, review comments

Finalize Presentations

- Protect a presentation
- Inspect a presentation