

PowerPoint 2016 - Part 1

Overview

In this course, students will use PowerPoint 2016 to begin creating engaging, dynamic multimedia presentations.

Prerequisites

- Using Microsoft Windows 10

Prerequisite Comments

To ensure success, students should be familiar with using personal computers, and should have experience using a keyboard and mouse. Students should be comfortable in the Windows® 10 environment, and be able to use Windows 10 to manage information on their computers. Specific tasks the students should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders.

Target Audience

This course is designed for students who wish to gain a foundational understanding of Microsoft PowerPoint 2016 that is necessary to create and develop engaging multimedia presentations.

Course Objectives

Upon completing this course, you will be able to create and deliver engaging multimedia presentations that convey the key points of your message through the use of text, graphics, and animations. You will:

Identify the basic features and functions of PowerPoint 2016.

Develop a PowerPoint presentation.

Perform advanced text editing operations.

Add graphical elements to your presentation.

Modify objects in your presentation.

Add tables to your presentation.

Add charts to your presentation.

Prepare to deliver your presentation.

Course Outline

1 - Getting Started with PowerPoint

Topic A: Navigate the PowerPoint Environment
Topic B: View and Navigate a Presentation
Topic C: Create and Save a PowerPoint Presentation
Topic D: Use PowerPoint Help

2 - Developing a PowerPoint Presentation

Topic A: Select a Presentation Type
Topic B: Edit Text
Topic C: Build a Presentation

3 - Performing Advanced Text Editing Operations

Topic A: Format Characters
Topic B: Format Paragraphs
Topic C: Format Text Boxes

4 - Adding Graphical Elements to Your Presentation

Topic A: Insert Images
Topic B: Insert Shapes

5 - Modifying Objects in Your Presentation

Topic A: Edit Objects
Topic B: Format Objects
Topic C: Group Objects
Topic D: Arrange Objects
Topic E: Animate Objects

6 - Adding Tables to Your Presentation

Topic A: Create a Table
Topic B: Format a Table
Topic C: Insert a Table from Other Microsoft Office Applications

7 - Adding Charts to Your Presentation

Topic A: Create a Chart
Topic B: Format a Chart
Topic C: Insert a Chart from Microsoft Excel

8 - Preparing to Deliver Your Presentation

Topic A: Review Your Presentation

Topic B: Apply Transitions

Topic C: Print Your Presentation

Topic D: Deliver Your Presentation

Related Courses, Certifications, Exams

- Using Microsoft Windows 10
 - PowerPoint 2016 - Part 2
 - The Art of Effective Presentations
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