

Microsoft PowerPoint 2016 - Introduction

Duration:

One day

Objective

This Introduction to PowerPoint 2016 training class is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft Office PowerPoint 2016. Students will explore the PowerPoint environment and create a presentation. Students will format text on slides to enhance clarity and add graphical objects to a presentation and modify them. Students will also add tables and charts to a presentation to present data in a structured form and then finalize a presentation.

After completing this course students should be able to: -

- Start and end a PowerPoint session.
- Edit a presentation.
- Create different types of slides.
- Use the Outline tab.
- Add Clipart to a slide.
- Format slides and use templates.
- Use the Slide Sorter to reorganize a presentation.
- Apply Tables and Charts to a presentation.
- Print various components of a presentation.
- Run a slide show.

Contents

Module 1: Creating a PowerPoint Presentation

This module explains how get started using Microsoft PowerPoint.

Lessons

Starting Microsoft PowerPoint

Normal View

Creating a Presentation

Saving a Document

Importing a File

The Status Bar

Closing a Presentation

Exercise: Creating a Microsoft PowerPoint Presentation

After completing this module, students will be able to:

- Start Microsoft PowerPoint
- Use Normal view.
- Create a PowerPoint presentation.
- Save a PowerPoint presentation.
- Import a file into PowerPoint.
- Use the Status Bar.
- Close a PowerPoint presentation.

Module 2: The Ribbon

This module explains how to work with the Ribbon in Microsoft PowerPoint.

Lessons

The Ribbon

Tabs

Groups

Commands

Exercise: Exploring the Ribbon

After completing this module, students will be able to:

Understand Tabs, Groups, and Commands.

Understand which groups and commands are found on which tabs.

Module 3: The Quick Access Toolbar

This module explains how to work with the Quick Access toolbar in Microsoft PowerPoint.

Lessons

Adding Common Commands

Adding More Commands with the Customize Dialog Box

Adding Ribbon Commands or Groups

Placement

Exercise: Customize the Quick Access Toolbar

After completing this module, students will be able to:

Add common commands to the Quick Access Toolbar

Add additional commands to the Quick Access Toolbar

Move the Quick Access Toolbar

Module 4: The Backstage View (The File Menu)

This module explains how to work with the Backstage View in Microsoft PowerPoint.

Lessons

Introduction to the Backstage View

Opening a Presentation

Exercise: Opening a Presentation

New Presentation and Presentation Templates

Exercise: Creating an Agenda Using a Template

Presentation Properties

Adding Your Name to a Microsoft PowerPoint

After completing this module, students will be able to:

Open a Microsoft PowerPoint presentation.

Start a new Microsoft PowerPoint presentation.

Use Microsoft PowerPoint templates.

Modify presentation properties.

Personalize your copy of Microsoft PowerPoint.

Module 5: Formatting Microsoft PowerPoint Presentations

This module explains how work with formatting features in Microsoft PowerPoint presentations.

Lessons

Selecting a Slide Layout

Adding text

Adding Text from a Text File or Word Outline

Editing Text

Formatting Text

Formatting Text as WordArt

Creating Bulleted and Numbered Lists

Formatting Text Placeholders

Adding Slides to a Presentation

Arranging Slides

Exercise: Formatting Text

After completing this module, students will be able to:

Select a slide layout.

Add text to a slide.

Import content from a text file outline.

Edit text.

Format text.

Format text placeholders

Apply styles to slides.

Add slides to a presentation.

Delete slides from a presentation.

Arrange slides.

Module 6: Working with Images

This module explains how to work with images in Microsoft PowerPoint.

Lessons

Adding Images to a Slide

Inserting a Picture

Inserting Clip Art

Capturing and Inserting a Snapshot

Editing an Image

Formatting Images

Applying a Style and Cropping an Image

Grouping and Ungrouping Images

Arranging Images

Adding Shapes

Exercise: Working with Images and Shapes

After completing this module, students will be able to:

Add images to a presentation.

Insert a picture.

Insert clip art.

Insert a screenshot.

Edit an image.

Rotate and resize an image.

Group and ungroup images.

Arrange images.

Add shapes.

Module 7: Working with Tables and Charts

This module explains how to work with tables and charts in Microsoft PowerPoint.

Lessons

Inserting a Table

Formatting Tables

Importing Tables from External Sources

Exercise: Working with a Table

Inserting a Chart

Formatting a Chart

Importing Charts from External Sources

Exercise: Working with Charts

After completing this module, students will be able to:

Insert a table in a slide.

Format a table.

Copy a table from other Microsoft Office applications in PowerPoint.

Insert a chart in a slide.

Format a chart.

Copy a chart from other Microsoft Office applications into PowerPoint.

Who should attend

This course is intended for students who have little or no familiarity with Microsoft PowerPoint 2016 or more experienced Word users who want to learn the topics covered in this course in the 2016 interface.

Course benefits

Additional information

Certificates

All delegates who successfully complete this course will receive a Certificate of Attendance.

Trainers background