



Microsoft PowerPoint 2016

Introduction

One Day Workshop

You will work in a small group. You will have your own individual PC and will work through a specifically prepared coursebook, under the direction of a highly experienced, technically qualified trainer.

General Description:

This course is an introduction to the effective design, creation and presentation of information using Microsoft PowerPoint. The skills and knowledge acquired in the course are sufficient to be able to create real-world slide shows. You will learn how to create, print and publish presentations.

What You Will Learn:

At the completion of this course participants should be able to:

- work with the basic features of PowerPoint
- create a new presentation
- work with presentations
- insert text into a slide and apply basic formatting
- work with the various slide layouts
- create and work with SmartArt graphics
- draw and format shapes
- navigate a slide show in PowerPoint
- use a range of printing techniques
- obtain help for PowerPoint whenever you need it
- create brilliant presentations

How You Will Benefit:

This course is suited to anyone who needs to know how to use Microsoft PowerPoint 2016 to create computer presentations.

Course Content

The course covers:

Getting To Know PowerPoint

- Starting PowerPoint From the Desktop
- Understanding the Start Screen
- Creating a New Blank Presentation
- The PowerPoint Screen
- How Microsoft PowerPoint 2016 Works
- Using the Ribbon
- Using Ribbon KeyTips
- Showing and Collapsing the Ribbon

- Understanding Backstage View
- Accessing Backstage View
- Changing the Office Theme
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Understanding the Quick Access Toolbar
- Adding Commands to the QAT
- Understanding the Status Bar
- Customising the Status Bar
- Exiting Safely From PowerPoint

Your First Presentation

- Creating Presentations in PowerPoint
- Creating a Presentation
- Applying Theme Variants
- The Save As Place
- The Save As Dialog Box
- Typing Text Into a Slide
- Inserting New Slides
- Typing Text Using the Outline Pane
- Applying Slide Transitions
- Saving a Presentation
- Previewing a Slide Show
- Closing a Presentation
-



Microsoft PowerPoint 2016

Introduction

One Day Workshop

Working With Presentations

- The Open Place
- The Open Dialog Box
- Opening a Presentation
- Opening Multiple Presentations
- Switching Between Open Presentations
- Understanding Presentation Views
- Changing Presentation Views
- Navigating a Presentation
- Using the Zoom Tool
- Opening a Recent Presentation

Working With Text

- Editing Text
- Checking Spelling
- Understanding Font Formatting
- Applying Font Formatting
- Applying Paragraph Formatting
- Changing Bullet and Numbering Styles
- Moving and Resizing Placeholders
- Applying WordArt to Text
- Converting Text to SmartArt

Slide Layouts

- Understanding Slide Layouts
- Inserting a Title Slide
- Inserting a Title and Content Slide
- Inserting a Section Header Slide
- Inserting a Table
- Inserting a Picture With Caption Slide
- Inserting a Chart
- Changing the Slide Layout

SmartArt

- Understanding SmartArt
- Inserting a SmartArt Graphic
- Inserting Text Into SmartArt
- Adding Shapes Below
- Adding Shapes Above
- Adding Shapes Before and After
- Adding an Assistant
- Promoting and Demoting Shapes
- Switching SmartArt Right to Left
- Resizing SmartArt
- Changing the SmartArt Layout
- Applying a Colour Scheme
- Applying a SmartArt Style
- Deleting SmartArt Shapes

Art Shapes Shapes

- Drawing Shapes
- Resizing Shapes
- Editing Shapes
- Positioning Shapes
- Arranging Shapes
- Merging Shapes
- Formatting Shapes
- Using the Eyedropper
- Copying Shapes
- Aligning Shapes Using the Ribbon
- Aligning Objects Using Smart Guides
- Inserting and Formatting Text
- Connecting Shapes
- Grouping Shapes
- Rotating Shapes

Preparing for Presentations

- Using Slide Sorter View
- Reusing Slides
- Adding Sections
- Adding Notes to Your Slides

- Slide Numbers
- About Hyperlinks
- Creating an Internal Hyperlink
- Creating a Hyperlink to Another Presentation
- Creating a Hyperlink to Another Application
- Keyboard Shortcuts for Navigating Slide Shows
- Using Resume Reading
- Presenting a Slide Show

Printing Your Presentation

- Understanding Printing
- Previewing Slides
- Printing Slides
- Printing Handouts
- Printing Notes Pages
- Printing the Outline

Getting Help

- Understanding How Help Works
- Using Tell Me
- Accessing the Help Window
- Navigating the Help Window
- Using Google to Get Help
- Using Smart Lookup
- Printing a Help Topic

Brilliant Presentations

- Planning a Presentation
- Make It Readable
- The Four Pillars of Great Design
- Perfect Presentation Layouts
- Presenting Polished Presentations
- Presentation Methods and Hardware



Microsoft PowerPoint 2016

Introduction

One Day Workshop

What You Take Away:

At the completion of the course, you get to take away the extensive coursebook for future reference.

What You Need To Know:

This course assumes no prior knowledge of Microsoft PowerPoint. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

Measure of Success:

A questionnaire or workshop exercise at the end of each course enables participants to evaluate the success of the course and determine the extent of their enhanced productivity.

Certificate:

Upon successful completion of the workshop, you will be issued with an official course certificate

Which Course Next?:

Microsoft PowerPoint Level 2

Dates & Times:

Please refer to separate workshop schedule.

Course Policies Warranty:

There are no warranties expressed or implied relating to the content or results of attending a Screen Smart course