Microsoft PowerPoint 2016 Standard

DURATION: 1 day

CODE: SOL\PP\SD16

COURSE OBJECTIVE

By the end of this course, participants are able to:

- User can use the Microsoft Office PowerPoint 2016 and know the PowerPoint workspace.
- Understand and apply slide layout.
- Understand and apply backgrounds.
- Adjust paragraph indentations, tab settings, paragraph alignment, and line spacing.
- Format and edit text.
- Apply design template and color scheme.
- Apply animation scheme.
- Draw lines and shapes.
- Add clip arts and pictures.
- Preview and print presentations.
- Run the slide show.

WHO SHOULD ATTEND

- New or intending users of Microsoft Office PowerPoint 2016 who want to gain a good understanding of how to use the software in a short space of time.

PRE-REQUISITES

- A working knowledge of Personal Computers and Windows XP or Windows 7 or Windows 8 or Windows 10.

INTRODUCTION

This course introduces users to Microsoft Office PowerPoint 2016, the latest version of the popular business presentation graphics application from Microsoft. It introduces new users to the software to teach them how to get the most out of PowerPoint's powerful features. Users will be able to customize and style presentations, create on-screen shows and create printed handouts.

COURSE OUTLINE

Presentation and Slides

- Basic Tasks in PowerPoint 2016
- Saving a Presentation
- Managing a Slide

Working with Text

- Adding Text to a Slide
- Formatting Text
- Bullets and Numbering
- Setting Line and Paragraph Spacing

Formatting and Editing Slides

- Working with Slide Layouts
- Applying Backgrounds

Using Editing and Proofing Tools

- Finding and Replacing Text
- Using Undo and Redo
- Checking the Spelling

Drawings and Pictures

- Drawing Lines and Shapes
- Using AutoShapes
- Working with Pictures
- Working with SmartArt
- Grouping and Ungrouping Objects

Themes

- Working with Document Theme
- Remove or Change the Current Theme
- Apply Multiple Slide Designs
- Working with Template

Working with Animation

- Adding Animation to Slides
- Working with Effects

Printing and Presentation

- Before Printing
- Printing a Presentation
- Running a Slide Show

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