PowerPoint 2016 – Level 1

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Duration: **1 day**

Overview:

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

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.

At Course completion:

Upon successful course completion of this course, students will be able to:

- Navigate the PowerPoint environment
- Create, edit and build a presentation
- Format characters, paragraphs and text boxes
- Add images and shapes
- Edit, group and animate objects
- Create and format tables and charts
- Apply transitions
- Review and deliver your presentation

Module 1: Getting Started with PowerPoint

- Navigate the PowerPoint environment
- View and navigate a presentation
- Create and save a PowerPoint Presentation
- Use PowerPoint help

Module 2: Developing a PowerPoint Presentation

- Select a presentation type
- Edit text
- Build a presentation

Module 3: Performing Advanced Text Editing Operations

- Format characters
- Format Paragraphs
- Format text boxes

Module 4: Add Graphical Elements to Your Presentation

- Insert Images
- Insert Shapes

Module 5: Modifying Objects in your Presentation

- Edit objects
- Format Objects
- Group objects
- Arrange objects
- Animate objects

Module 6: Adding Tables to your Presentation

- Create a table
- Format a table
- Insert a table from other Microsoft Office Applications

Module 7: Adding Charts to your Presentation

- Create a Chart
- Format a Chart
- Insert a chart from Microsoft Excel

Module 8: Preparing to Deliver your Presentation

- Review Your Presentation
- Apply Transitions
- Print your Presentation
- Deliver your Presentation