55176A: Introduction to Microsoft PowerPoint 2016

The Introduction to Microsoft Word 2016 training is a one-day class that is designed for students who are not much familiar with Microsoft Word yet interested in learning the fundamentals needed to create and modify basic presentations using Microsoft Office PowerPoint 2016. During this class, students will explore the PowerPoint environment in creating a presentation.

Completion of the course equips the participants with the following skill set:

- Starting and ending a PowerPoint session.
- Editing a presentation.
- Creating different types of slides.
- Applying Tables and Charts to a presentation.
- Adding Clipart to a slide.
- Using the Outline tab.
- Using the Slide Sorter to reorganize a presentation.
- Formatting slides and using templates.
- Running a slide show.
- Printing various components of a presentation.

Course Details

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Course Outline

Module 1: Creating a PowerPoint Presentation

In this module, participants will learn how to get started using Microsoft PowerPoint.

Lessons

- Start Microsoft PowerPoint
- Normal View
- Create a Presentation
- Save a Document
- Import a File
- The Status Bar
- Close a Presentation

Exercise: Creating a Microsoft PowerPoint Presentation

Module 2: The Ribbon

In this module, participants will learn how to work with the Ribbon in Microsoft PowerPoint.

Lessons

- The Ribbon
- Tabs
- Groups
- Commands

Exercise: Exploring the Ribbon

Module 3: The Quick Access Toolbar

In this module, participants will learn how to work with the Quick Access toolbar in Microsoft PowerPoint.

Lessons

- Add Common Commands
- Add More Commands with the Customize Dialog Box
- Add Ribbon Commands or Groups
- Placement

Exercise: Customize the Quick Access Toolbar

Module 4: The Backstage View (The File Menu)

In this module, participants will learn how to work with the Backstage View in Microsoft PowerPoint.

Lessons

- Introduction to the Backstage View
- Open a Presentation
- New Presentation and Presentation Templates
- Presentation Properties
- Add Your Name to a Microsoft PowerPoint

Exercise: Opening a Presentation
Exercise: Creating an Agenda Using a Template

Module 5: Formatting Microsoft PowerPoint Presentations

In this module, participants will learn how to work with formatting features in Microsoft PowerPoint presentations.

Lessons

- Select a Slide Layout
- Add text

- Add Text from a Text File or Word Outline

- Edit Text

- Format Text

- Format Text as WordArt

- Create Bulleted and Numbered Lists

- Format Text Placeholders

- Add Slides to a Presentation

- Arrange Slides

Exercise: Formatting Text

Module 6: Working with Images

In this module, participants will learn how to work with images in Microsoft PowerPoint.

Lessons

- Add Images to a Slide

- Insert a Picture

- Insert Clip Art

- Capture and Insert a Snapshot

- Edit an Image

- Format Images

- Apply a Style and Cropping an Image

- Grouping and Ungrouping Images

- Arrange Images

- Add Shapes

Exercise: Working with Images and Shapes

Module 7: Working with Tables and Charts

In this module, participants will learn how to work with tables and charts in Microsoft PowerPoint.

Lessons

- Insert a Table

- Format Tables

- Import Tables from External Sources

- Insert a Chart

- Format a Chart

- Import Charts from External Sources

Exercise: Working with a Table
Exercise: Working with Charts

Who Should Attend

This course is intended for individuals who possess a fundamental understanding and working knowledge of Microsoft PowerPoint 2016 and are keen to learn the basic skills covered in this course in the 2016 interface.

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