



PowerPoint 2016

Level 1

This course covers the basic features of PowerPoint. After an introduction to PowerPoint's window components, you will learn to create, save, and rearrange presentation slides. You will format text, use drawing objects, work with graphics, and insert tables and charts. Lastly, you will learn to present your slides and print your presentation handouts.

Lesson 1 - PowerPoint Basics

- Looking at PowerPoint
- Examining the PowerPoint Environment
- Opening an Existing Presentation
- Exploring PowerPoint's Views
- Creating a Blank Presentation
- Creating a Presentation Using Templates
- Navigating a Presentation
- Saving a Presentation
- Adding, Deleting and Hiding Slides in a Presentation
- Applying Themes to a Presentation
- Inserting Sections
- Setting PowerPoint Options
- Using Tell Me to Obtain Help
- Hiding the PowerPoint Ribbon
- Closing a Presentation and Exiting PowerPoint

Lesson 2 - Inserting and Modifying Text

- Creating Headers and Footers
- Entering Text onto Slides
- Using the Notes Pane
- Copying and/or Moving Text from One Slide to Another
- Formatting Text
- Using Format Painter
- Importing Text from Word
- Using Bulleted and Numbered Lists
- Setting Paragraph Alignment
- Adding Columns
- Adjusting Line Spacing
- Using Undo and Redo

Lesson 3 - Working with Graphics

- Adding Pictures from a File
- Inserting Online Images
- Using Drawing Tools
- Formatting Drawing Objects
- Formatting Text Boxes
- Using the Format Shape Pane
- Adjusting Graphics
- Applying Image Effects
- Cropping Images
- Applying Picture Styles to Images
- Using the Background Removal Tool
- Creating a Photo Album

Lesson 4 - Manipulating Objects

- Resizing and Moving Objects
- Grouping Objects
- Aligning and Rotating Objects
- Layering Objects
- Working with Shapes
- Inserting WordArt
- Inserting SmartArt

Lesson 5 - Tables and Charts

- Inserting a Table
- Applying Styles to a Table
- Inserting/Deleting Rows & Columns
- Adjusting the Width/Height of Rows & Columns
- Formatting Table Borders
- Applying Cell Shading to a Table
- Inserting a Chart
- Formatting a Chart
- Changing the Chart Type
- Inserting an Organization Chart
- Modifying an Organization Chart

Lesson 6 - Presentation Output

- Previewing a Presentation
- Printing Slides
- Printing Slide Outlines
- Printing Speaker Notes and Handouts