

[MSPPT16]: Microsoft PowerPoint 2016

Length : 3 Days
Delivery Method : Instructor-led (Classroom)

Course Overview

This Microsoft PowerPoint 2016 Certification Guide teaches the information worker how to create and manage presentations using a variety of core and intermediate features. Some topics may appear to be basic skill sets but are discussed in more detail, exploring at a higher level different options that can be chosen or applied for that skill set.

Participants who complete this course will have reviewed all of the exam objectives and be prepared to take the Microsoft PowerPoint 2016 Exam #77-729. Successful completion of the certification exam provides a competitive advantage by validating the knowledge and skill sets for individuals who may be seeking employment or further job opportunities in their careers.

Pre-Requisites

This course is designed for participants who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that participants have completed the Microsoft Windows course or have equivalent Microsoft Windows knowledge and experience.

- Start and run Windows
- Use the taskbar
- Use the Start button
- Use the Help feature
- Use Minimize, Restore Down/Maximize, or Close
- Use the left and right mouse buttons appropriately
- Understand file management techniques
- Navigate between files, folders, or drives

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Course Outline

About This Courseware

- Courseware Description
- Course Design
- Course Objectives
- Conventions and Graphics

Module 1: Getting Started

Lessons

- Lesson Objectives
- What is PowerPoint?
 - Starting PowerPoint
 - Creating New Presentations
 - Looking at the PowerPoint Window
 - Moving Around in Presentations
 - Opening a Presentation
 - Closing a Presentation
 - Using the Ribbon
 - Viewing Screen Tips
 - Using the Quick Access Toolbar
 - Changing Slide Size Options
 - Arranging Windows
 - Switching Between Presentations
 - Viewing a Presentation in a New Window
- Managing Presentation Files
 - Saving Presentations
 - Saving Presentations to OneDrive
 - Maintaining Backward Compatibility
 - Modifying Presentation Properties
 - Viewing Presentations
- Lesson Summary
- Review Questions

Module 2: Working with Slides

Lessons

- Lesson Objectives
- Using Themes
 - Applying Themes
 - Modifying Themes
 - Formatting Slide Backgrounds
- Understanding Slide Layouts
 - Applying Slide Layouts
 - Formatting Placeholders
 - Customizing Slide Layouts
 - Using Gridlines and Guides
- Understanding Slide Masters

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- Using Slide Master View
 - Modifying an Existing Slide Layout
 - Applying Modified Layouts to Slides
- Managing Slides
 - Inserting New Slides
 - Duplicating Slides
 - Hiding and Showing Slides
 - Inserting Slides from Existing Presentations
 - Inserting Slides from an Outline
 - Deleting Slides
 - Adding Footers, Date and Slide Numbers
- Organizing Slides
 - Using the Slide Sorter
 - Rearranging Slides
- Using Sections
- Lesson Summary
- Review Questions

Module 3: Working with Text

Lessons

- Lesson Objectives
- Using an Outline
 - Using the Outline View
 - Importing Text File Outlines
 - Importing Word Document Outlines
- Adding Text
 - Inserting Text on a Slide
 - Deleting Text on a Slide
- Modifying Text on a Slide
 - Using the Spelling Checker
 - Using the Thesaurus
 - Using Smart Lookup
 - Cutting, Copying, and Pasting Text
 - Using the Office Clipboard
 - Using Drag and Drop
- Using Bullets and Numbering
 - Applying Bullets
 - Applying Numbering
 - Promoting and Demoting Lists
- Formatting Text
 - Using the Format Painter
 - Clearing Formatting
- Formatting Paragraphs
 - Horizontal Alignment
 - Add or Remove Columns
 - Line Spacing

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- Paragraph Spacing
 - Changing the Direction of Text
 - Changing the Vertical Position of Text
- Setting Tabs
 - Creating Tabs with the Tab Selector
 - Creating Tabs with the Tabs Dialog Box
- Using Text Boxes
 - Sizing and Positioning Text Boxes
 - Changing the Order, Alignment, Orientation and Rota
 - Rotating a Text Box
 - Reusing Formatting
- Using WordArt
 - Inserting, Modifying, and Deleting WordArt
 - Changing the WordArt Shape
 - Formatting WordArt
- Lesson Summary
- Review Questions

Module 4: Working with Charts and Tables

Lessons

- Lesson Objectives
- Working with Charts and Tables
- Inserting Charts
 - Changing the Chart Type
 - Selecting and Editing Chart Data
 - Changing the Chart Layout and Style
 - Understanding Chart Elements.
 - Selecting Chart Elements
 - Formatting Chart Elements
 - Changing the Size and Position of a Chart Element
 - Adding Chart Elements
 - Modifying Chart Parameters
- Importing from Other Applications
 - Understanding Embedding and Linking
 - Importing an Excel Chart
 - Inserting an Excel Workbook
- Using Tables
 - Creating Tables from Scratch
 - Copying and Pasting a Table from Word or Excel
 - Inserting a Portion of an Excel Worksheet as a Table
 - Inserting an Excel Worksheet as a Table
 - Selecting Elements and Moving within a Table
- Modifying Tables
 - Changing the Size or Position of a Table
 - Changing the Size of a Row or Column
 - Inserting and Deleting Rows or Columns

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- Merging and Splitting Rows or Columns
- Formatting a Table
- Changing the Alignment or Orientation
- Lesson Summary
- Review Questions

Module 5: Adding Multimedia Elements

Lessons

- Lesson Objectives
- Using Multimedia Elements
 - Working with Shapes
 - Formatting Shapes
 - Adjusting, Changing, and Editing Shapes
 - Arranging Shapes
 - Creating Custom Shapes
- Working with Pictures
 - Inserting Pictures
 - Adjusting Pictures
 - Applying Styles and Effects to Pictures
 - Arranging Pictures
 - Resizing and Cropping Pictures
- Inserting and Modifying Hyperlinks
- Inserting and Modifying Action Buttons
- Working with SmartArt
 - Choosing a SmartArt Layout
 - Modifying SmartArt Shapes
 - Using SmartArt Styles
 - Changing the Orientation
 - Converting SmartArt to Text or Shapes
- Lesson Summary
- Review Questions

Module 6: Enhancing Presentations

Lessons

- Lesson Objectives
- Audio and Video Media
 - Inserting Audio
 - Inserting Video
 - Inserting a Screen Recording
 - Compressing and Optimizing Media
- Using Transitions
 - Inserting Transitions between Slides
 - Changing the Duration of Transitions
 - Modifying Transition Effect Options
 - Managing Multiple Transitions
- Using Animations

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- Applying Animations to Objects
- Applying Motion Path Animations
- Changing Animation Settings and Options
- Applying Animations to Text
- Using the Animation Painter
- Changing the Order of Animations
- Removing Animations
- Lesson Summary
- Review Questions

Module 7: Preparing the Slide Show

Lessons

- Lesson Objectives
- Reviewing Presentations
 - Using Comments
 - Inserting Comments
 - Editing and Replying to Comments
 - Tracking Changes
- Customizing the Presentation
 - Adding Speaker Notes
 - Creating Handouts
 - Embedding Fonts
- Proofing a Presentation
 - Manually Proofing a Presentation
 - Using the Accessibility and Compatibility Checkers
 - Ensuring a Presentation is Compatible
 - Setting Up a Slide Show
 - Using Presentation Tools
 - Using the Presenter View
 - Rehearsing a Presentation
 - Customizing Rehearsed Timings
 - Recording a Presentation
 - Creating Custom Slideshows
 - Presenting Online
- Lesson Summary
- Review Questions

Module 8: Sharing Presentations

Lessons

- Lesson Objectives
- Reducing the Size of a Presentation File
 - Compressing and Optimizing Media
 - Compressing Pictures
 - Discarding Picture Editing Information
- Inspecting a Presentation
 - Using the Document Inspector
- Protecting a Presentation

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- Encrypting Presentations with a Password
- Marking a Presentation as Final
- Restricting Access
- Adding a Digital Signature
- Exporting Presentations in Other Formats
 - Save in an Earlier PowerPoint Format
 - Creating PowerPoint Shows
 - Saving a Presentation as PDF or XPS Document File
 - Saving a Presentation as Images
 - Saving a Presentation as a Video
 - Save a Presentation as an Outline
 - Saving a Presentation as an OpenDocument
 - Packaging Presentations for CD
- Printing a Presentation
- Sharing a Presentation
 - Share with People
 - Emailing a Presentation
- Publishing Slides
- Lesson Summary
- Review Questions

Appendices

- Appendix A: Courseware Mapping
- Appendix B: Glossary of Terms
- Appendix C: Index

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