

Microsoft PowerPoint 2016 Level 1

Brief description & Course outline

The skills and knowledge acquired in Microsoft PowerPoint 2016 - Level 1 are sufficient to be able to create real-world slide shows. You will learn how to create, print and publish presentations.

At the completion of this course you should be able to:

- o work with the basic features of **PowerPoint**
- o create a new presentation
- o work with presentations
- o insert text into a slide and apply basic formatting
- o work with the various slide layouts
- o create and work with **SmartArt** graphics
- o draw and format shapes
- o navigate a slide show in **PowerPoint**
- o use a range of printing techniques
- o obtain help for **PowerPoint** whenever you need it
- o create brilliant presentations

Microsoft PowerPoint 2016 - Level 1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Topic Sheets - 129 topics

Methodology - The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

Formats Available - A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

Companion Products - There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at www.watsoniapublishing.com.

Contents

- o **Getting to Know PowerPoint**
- o Starting PowerPoint From the Desktop
- o Understanding the Start Screen
- o Creating a New Blank Presentation
- o The PowerPoint Screen
- o How Microsoft PowerPoint 2016 Works
- o Using the Ribbon
- o Using Ribbon Key Tips
- o Showing and Collapsing the Ribbon
- o Understanding Backstage View
- o Accessing Backstage View
- o Changing the Office Theme
- o Using Shortcut Menus
- o Understanding Dialog Boxes
- o Launching Dialog Boxes
- o Understanding the Quick Access
- o Toolbar
- o Adding Commands to the QAT
- o Understanding the Status Bar
- o Customising the Status Bar
- o Exiting Safely From PowerPoint
- o **Your First Presentation**
- o Creating Presentations in PowerPoint
- o Creating a Presentation
- o Applying Theme Variants
- o The Save As Place
- o The Save As Dialog Box
- o Typing Text Into a Slide
- o Inserting New Slides
- o Typing Text Using the Outline Pane
- o Applying Slide Transitions
- o Saving a Presentation
- o Previewing a Slide Show
- o Closing a Presentation
- o **Working With Presentations**
- o The Open Place
- o The Open Dialog Box
- o Opening a Presentation
- o Opening Multiple Presentations
- o Switching Between Open Presentations
- o Understanding Presentation Views
- o Changing Presentation Views
- o Navigating a Presentation
- o Using the Zoom Tool
- o Opening a Recent Presentation
- o **Working With Text**
- o Editing Text
- o Checking Spelling
- o Understanding Font Formatting
- o Applying Font Formatting
- o Applying Paragraph Formatting
- o Changing Bullet and Numbering
- o Styles
- o Moving and Resizing Placeholders
- o Applying WordArt to Text
- o Converting Text to SmartArt
- o **Slide Layouts**
- o Understanding Slide Layouts
- o Inserting a Title Slide
- o Inserting a Title and Content Slide
- o Inserting a Section Header Slide
- o Inserting a Table
- o Inserting a Picture With Caption Slide
- o Inserting a Chart
- o Changing the Slide Layout
- o **SmartArt**
- o Understanding SmartArt
- o Inserting a SmartArt Graphic
- o Inserting Text Into SmartArt
- o Adding Shapes Below
- o Adding Shapes Above
- o Adding Shapes Before and After
- o Adding an Assistant
- o Promoting and Demoting Shapes
- o Switching SmartArt Right to Left
- o Resizing SmartArt
- o Changing the SmartArt Layout
- o Applying a Colour Scheme
- o Applying a SmartArt Style
- o Deleting SmartArt Shapes
- o **Shapes**
- o Drawing Shapes
- o Resizing Shapes
- o Editing Shapes
- o Positioning Shapes
- o Arranging Shapes
- o Merging Shapes
- o Formatting Shapes
- o Using the Eyedropper
- o Copying Shapes
- o Aligning Shapes Using the Ribbon
- o Aligning Objects Using Smart Guides
- o Inserting and Formatting Text
- o Connecting Shapes
- o Grouping Shapes
- o Rotating Shapes
- o **Preparing for Presentations**
- o Using Slide Sorter View
- o Reusing Slides
- o Adding Sections
- o Adding Notes to Your Slides
- o Slide Numbers
- o About Hyperlinks

- o Creating an Internal Hyperlink
- o Creating a Hyperlink to Another Presentation
- o Creating a Hyperlink to Another Application
- o Keyboard Shortcuts for Navigating Slide Shows
- o Using Resume Reading
- o Presenting a Slide Show
- o **Printing Your Presentation**
- o Understanding Printing
- o Previewing Slides
- o Printing Slides
- o Printing Handouts
- o Printing Notes Pages
- o Printing the Outline
- o **Getting Help**
- o Understanding How Help Works
- o Using Tell Me
- o Accessing the Help Window
- o Navigating the Help Window
- o Using Google to Get Help
- o Using Smart Lookup
- o Printing a Help Topic
- o **Brilliant Presentations**
- o Planning a Presentation
- o Make It Readable
- o The Four Pillars of Great Design
- o Perfect Presentation Layouts
- o Presenting Polished Presentations
- o Presentation Methods and Hardware