PuterCom
Corporate onsite Training

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Microsoft PowerPoint 2016 Level 2

Brief description & Course outline

Microsoft PowerPoint 2016 - Level 2 is designed for users who are keen to extend their understanding and knowledge of the software beyond creating basic presentations.

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

o   create and work effectively with themes

o   view and modify slide masters

o   create and use custom templates

o   create and work with tables

o   create and work with charts

o   insert and edit images

o   edit inserted images

o   insert and work with different types of media

o   create animations in a presentation

o   set up a presentation for the required presentation mode

o   save and share your presentations in other formats

o   use the features of PowerPoint to work collaboratively with others

Microsoft PowerPoint 2016 - Level 2 assumes a basic understanding of the software itself, as well as a basic understanding of personal computers and the Windows operating system environment.

Topic Sheets - 117 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***.

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