

Module Title : Microsoft PowerPoint 2016 Basic

Duration : 1 day

Class Overview

In this Introduction to Microsoft PowerPoint 2016 training class, students will create and edit basic slides. This course is designed for students who want to gain the necessary skills to create, edit, format, and print basic Microsoft PowerPoint 2016 presentations.

Target Audience

Students who have little or no familiarity with Microsoft PowerPoint 2016 or more experienced Excel users who want to learn the topics covered in this course in the 2016 interface.

Module 1: The Basics

- Getting Started
- Signing In
- Saving a Presentation
- Opening a Presentation
- Creating a New Presentation

Module 2: Your First Presentation

- Adding Content
- Adding Notes
- Selecting Text and Objects
- Using Cut, Copy, and Paste
- Using Undo and Redo
- Checking Your Spelling

Module 3: Creating Slides

- Adding Slides to a Presentation
- Selecting, Moving, and Deleting Slides
- Changing and Resetting the Layout
- Working with Sections
- Viewing the Slide Show

Module 4: Formatting Text

- Changing the Font Face, Size, and Color
- Changing Character Spacing
- Applying Text Effects

- Working with the Font Dialog
- Using the Format Painter
- Clearing Formatting

Module 5: Working with Text

- Using Find and Replace
- Applying Bullets and Numbers
- Changing Text Alignment
- Formatting Text as Columns
- Changing Line Spacing
- Changing Text Direction

Module 6: Formatting the Presentation

- Choosing a Theme
- Choosing a Variant
- Changing the Slide Size
- Formatting the Slide Background
- Adding Headers and Footers to Slides

Module 7: Working with Templates

- Creating a Template
- Saving a Template
- Using a Template
- Editing a Template

Module 8: Viewing and Printing Your Presentation

- Viewing the Slide Show
- Using Views
- Using Zoom
- Using Presenter View
- Printing a Presentation
- Printing Notes and Handouts

Module 9: Saving and Sharing Your Presentation

- Saving a Presentation as PDF or XPS
- Packaging a Presentation for CD
- Presenting Online

Module 10: Customizing the Interface

- Changing Ribbon Display Options
- Customizing the Quick Access Toolbar
- Hiding and Showing Ribbon Tabs
- Creating Custom Ribbon Tabs
- Resetting Interface Changes