



Microsoft PowerPoint 2016: Introduction

Overview: Students will learn how to create and deliver engaging multimedia presentations that convey the key points of their message through the use of text, graphics, and animations.

Prerequisites: To ensure success, students should be comfortable in the Windows 10 environment.

Course Length: One Day

Course Content

Lesson 1: Getting Started with PowerPoint

Navigate the PowerPoint Environment
View and Navigate a Presentation
Create and Save a PowerPoint Presentation
Use PowerPoint Help

Lesson 2: Developing a PowerPoint Presentation

Select a Presentation Type
Edit Text
Build a Presentation

Lesson 3: Performing Advanced Text Editing Operations

Format Characters
Format Paragraphs
Format Text Boxes

Lesson 4: Adding Graphical Elements to Your Presentation

Insert Images
Insert Shapes

Lesson 5: Modifying Objects in Your Presentation

Edit Objects
Format Objects
Group Objects
Arrange Objects
Animate Objects

Lesson 6: Adding Tables to Your Presentation

Create a Table
Format a Table
Insert a Table from Other Microsoft Office Applications

Lesson 7: Adding Charts to Your Presentation

Create a Chart
Format a Chart
Insert a Chart from Microsoft Excel

Lesson 8: Preparing to Deliver Your Presentation

Review Your Presentation
Apply Transitions
Print Your Presentation
Deliver Your Presentation