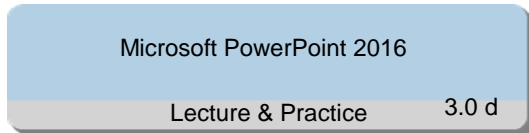




MICROSOFT POWERPOINT 2016

Training Path



Target Audience

This session is designed for new users to PowerPoint or anyone who requires a refresher on how to create and modify slides and how to set up a slide show with accompanying notes and handouts.

This course is designed for participants who wish to learn the basic operations of the Microsoft power point to perform their day-to-day responsibilities, and who want to use the application to be more productive in their work. It provides the fundamental knowledge and techniques needed to advance to using more complex Word features such as protecting your documents and usage of ligatures.

Prerequisites

This session is designed for users who are familiar with PowerPoint and have created and modified a basic slide presentation.

Objectives

In this course, students will create, edit, and enhance standard business documents using Microsoft® PowerPoint 2016.

Learn how to enhance your basic presentations and use tips & tricks to apply various text formats, a range of slide layouts, and exciting transitions to make your presentation engaging and eye catching for the audience.

Training Content

Lesson 1: Design engaging PowerPoint Presentations for Maximum impacts

- Plan, design and create a presentation
- Manipulate placeholders and shapes
- Insert different slide layouts
- Change the slide master
- Import and export data and slides
- Create and modify templates
- Apply transitions and animation
- Run a slide show
- Build custom shows



- Create speaker notes and handouts

Lesson 2: Create Visually Enhancing PowerPoint Presentations

- Create Tables
- Apply bullets and numbers
- Insert and modify pictures and graphics
- Insert shapes and drawing tools
- Create Charts
- Create SmartArt diagrams
- Apply text effects using WordArt
- Insert sound and video media clips