

Course Name	Microsoft PowerPoint 2016 Basic
Course Duration	1 Day
Course Structure	Instructor-Led
Course Overview	<p>It's hard to imagine a day going by without people passing along large amounts of information. Messages are everywhere, and the number of messages we receive seems to be increasing each day. Whether via phone, email, mass media, or personal interaction, we are subjected to a constant stream of information. With so much communication to contend with, it can be difficult to grab people's attention. But, we are often called upon to do just that. So, how do you grab and maintain an audience's focus when you're asked to present important information? By being clear, organized, and engaging. And, that is exactly what Microsoft® Office PowerPoint® 2016 can help you do.</p> <p>Gone are the days of flip charts or drawing on a white board to illustrate your point. Today's audiences are tech savvy, accustomed to high-impact multimedia content, and stretched for time. By learning how to use the vast array of features and functionality contained within PowerPoint 2016, you will gain the ability to organize your content, enhance it with high-impact visuals, and deliver it with a punch. In this course, you will use PowerPoint 2016 to begin creating engaging, dynamic multimedia presentations.</p> <p>You can also use the course to prepare for the Microsoft Office Specialist (MOS) Certification exam for Microsoft PowerPoint 2016.</p> <p>Audience profile This course is designed for students who wish to gain a foundational understanding of Microsoft PowerPoint 2016 that is necessary to create and develop engaging multimedia presentations.</p>
Course Outcome	<p>Upon completing this course, you will be able to create and deliver engaging multimedia presentations that convey the key points of your message through the use of text, graphics, and animations.</p> <p>You will:</p> <ul style="list-style-type: none"> • Identify the basic features and functions of PowerPoint 2016. • Develop a PowerPoint presentation. • Perform advanced text editing operations. • Add graphical elements to your presentation. • Modify objects in your presentation. • Add tables to your presentation. • Add charts to your presentation. • Prepare to deliver your presentation.
Course Details	<p>Lesson 1: Getting Started with PowerPoint</p> <p>Topic A: Navigate the PowerPoint Environment Topic B: View and Navigate a Presentation Topic C: Create and Save a PowerPoint Presentation Topic D: Use PowerPoint Help</p> <p>Lesson 2: Developing a PowerPoint Presentation</p> <p>Topic A: Select a Presentation Type Topic B: Edit Text Topic C: Build a Presentation</p>

	<p>Lesson 3: Performing Advanced Text Editing Operations</p> <p>Topic A: Format Characters Topic B: Format Paragraphs Topic C: Format Text Boxes</p> <p>Lesson 4: Adding Graphical Elements to Your Presentation</p> <p>Topic A: Insert Images Topic B: Insert Shapes</p> <p>Lesson 5: Modifying Objects in Your Presentation</p> <p>Topic A: Edit Objects Topic B: Format Objects Topic C: Group Objects Topic D: Arrange Objects Topic E: Animate Objects</p> <p>Lesson 6: Adding Tables to Your Presentation</p> <p>Topic A: Create a Table Topic B: Format a Table Topic C: Insert a Table from Other Microsoft Office Applications</p> <p>Lesson 7: Adding Charts to Your Presentation</p> <p>Topic A: Create a Chart Topic B: Format a Chart Topic C: Insert a Chart from Microsoft Excel</p> <p>Lesson 8: Preparing to Deliver Your Presentation</p> <p>Topic A: Review Your Presentation Topic B: Apply Transitions Topic C: Print Your Presentation Topic D: Deliver Your Presentation</p>
--	---