MICROSOFT POWERPOINT 2016 - LEVEL 1 / INTRO

Course Code: 6679

Learn how to use the features and functionality of PowerPoint 2016 to create engaging, dynamic multimedia presentations.

Learn how to use the vast array of features and functionality contained within PowerPoint 2016 to create engaging, dynamic, multimedia presentations. Gain the skills you need to organize your content, enhance it with high-impact tables, charts and graphics, and deliver it with a punch.

What You'll Learn

- Modify the PowerPoint environment
- Customize design templates
- Add SmartArt and math equations to a presentation
- Work with media and animations
- Collaborate on a presentation
- Customize a slide show
- How to secure and distribute a presentation

Who Needs to Attend

This course is meant for people interested in learning Microsoft PowerPoint 2016.

Prerequisites

Before taking this course, students should be familiar with Windows, introductory Word skills, or have an equivalent working knowledge of Word basics.

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CLASSROOM LIVE	$275 CAD	1 Day

Classroom Live Outline

Getting Started with PowerPoint

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

Developing a PowerPoint Presentation

- Select a Presentation Type
- Edit Text
- Build a Presentation

Performing Advanced Text Editing Operations

- Format Characters
- Format Paragraphs
- Format Text Boxes

Adding Graphical Elements to Your Presentation

- Insert Images
- Insert Shapes

Modifying Objects in Your Presentation

- Edit Objects
- Format Objects
- Group Objects
- Arrange Objects
- Animate Objects

Adding Tables to Your Presentation

- Create a Table

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

Adding Charts to Your Presentation

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

Preparing to Deliver Your Presentation

- Review Your Presentation
- Apply Transitions
- Print Your Presentation
- Deliver Your Presentation

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VIRTUAL CLASSROOM LIVE	$275 CAD	1 Day

Virtual Classroom Live Outline

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Developing a PowerPoint Presentation

- Select a Presentation Type
- Edit Text
- Build a Presentation

Performing Advanced Text Editing Operations

- Format Characters
- Format Paragraphs
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Adding Graphical Elements to Your Presentation

- Insert Images
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Modifying Objects in Your Presentation

- Edit Objects
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PRIVATE GROUP TRAINING	1 Day

Visit us at www.globalknowledge.com or call us at 1-866-716-6688.