

Microsoft PowerPoint 2016 Introduction

Course Description

Microsoft PowerPoint 2016 Introduction is part of a 2-level study program. This course is designed to provide participants with the skills to be able to create real-world presentations. You will learn how to design a professional presentation using techniques to engage the audience. You will learn how to run a slide show, print and publish your presentations.

Learning Outcomes

At the completion of Microsoft PowerPoint 2016 Introduction you should be able to:

- working with the basic features of PowerPoint
- create a new presentation
- work with presentations
- insert text into a slide and apply basic formatting
- work with various slide layouts
- create and work with SmartArt graphics
- draw and format shapes
- navigate a slide show in PowerPoint
- use a range of printing techniques
- the procedures for using various forms of Help
- create brilliant presentations

Prerequisites

Microsoft PowerPoint 2016 Introduction assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the *Windows* operating system.

Course Duration

The Microsoft PowerPoint 2016 Introduction course is run over one-day, commencing at 9.00am and concluding at 4.00pm. The day includes breaks for morning tea, lunch and afternoon tea. Catering is not inclusive.

Courseware

Courseware is available for this training and is provided as a hard-copy book including access to all necessary exercise files to undertake additional training at your own leisure. Courseware can be purchased at a cost of \$35.00 per courseware book plus postage. Courseware pricing is discounted for purchases greater than three (3) and free postage included.

Costs

Please refer to our current pricing schedule for costs. This training is conducted as a hands-on session. Each participant should arrange access to a computer for the duration of the session.

This cost does not include courseware which is purchased separately as outlined above.

Course Contents

Getting to know PowerPoint

- Understanding PowerPoint 2016
- Creating a new blank presentation
- Customising PowerPoint
- Understanding Dialog boxes
- Understanding the Status bar

Your First Presentation

- Creating Presentations in PowerPoint
- Apply Theme variations
- Save a presentation
- Typing Text into a Slide
- Inserting new Slides
- Typing Text into the Outline Pane
- Apply Slide Transitions
- Preview a Slide Show

Working with Presentations

- Opening a Presentation
- Understanding Presentation Views
- Navigating a Presentation
- Using the Zoom tool

Working with Text

- Editing Text
- Checking Spelling
- Apply Font Formatting
- Apply Paragraph Formatting
- Changing Bullet and Numbering Styles
- Moving and Resizing Placeholders
- Converting text to SmartArt

Slide Layouts

- Understand Slide Layouts
- Insert a Title Slide
- Insert a Title and Content Slide
- Insert a Section Header Slide
- Insert a Table
- Insert a Picture with Caption Slide
- Insert a Chart
- Changing the Slide Layout

SmartArt

- Insert a SmartArt graphic
- Add Shapes below and above
- Add Shapes before and after

- Adding an Assistant
- Promote and Demote Shapes
- Apply a colour scheme

Shapes

- Draw and Resize Shapes
- Editing Shapes
- Position or Arrange Shapes
- Formatting Shapes
- Using the Eyedropper
- Copy Shapes
- Aligning Shapes
- Insert and Format Text
- Group and Rotate Shapes

Preparing a Presentation

- Using Slide Sorter View
- Reusing Slides
- Adding Sections
- Adding Notes to your Slides
- Slide Numbers
- Create different types of Hyperlinks
- Presenting a Slide Show

Printing your Presentation

- Previewing Slides
- Printing Slides
- Printing Handouts
- Printing Notes Pages
- Printing the Outline

Getting Help

- Understand how Help works
- Accessing the Help window
- Navigating the Help window
- Googling Help

Brilliant Presentations

- Planning a Presentation
- Make it Readable
- The Four Pillars of Great Design
- Perfect Presentation Layouts
- Presenting Polished Presentations
- Presentation Methods and Hardware