

Microsoft Office PowerPoint 2016: Part 1

Course Overview

This course will introduce students to Microsoft PowerPoint 2016, as well as teach them how to develop a PowerPoint presentation, perform advanced text editing operations, add graphical elements to a presentation, modify objects in a presentation, add tables to a presentation, add charts to a presentation, and prepare to deliver a presentation.

Course Introduction

4m

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Chapter 01 - Getting Started with PowerPoint

1h 5m

Topic A: Navigate the PowerPoint Environment

What Is PowerPoint?

The Office 365 Portal

Slides

The Start Screen

The PowerPoint 2016 User Interface

The Ribbon

The Ribbon Tabs

Dialog Box Launchers

The Quick Access Toolbar

The Thumbnails Pane

The Status Bar

Contextual Tabs

The Backstage View

The Open Screen

Demo - Navigating the PowerPoint 2016 User Interface

Topic B: Viewing and Navigating a Presentation

Presentation Views–Normal

Presentation Views–Outline View

Presentation Views–Slide Sorter

Presentation Views–Notes Page

Presentation Views–Reading View

Color View Options

Slide Show Options

The Protected View

Demo - Viewing and Navigating a Presentation

Topic C: Create and Save a PowerPoint Presentation

The Default PowerPoint Presentation

Notes

The Save As Screen

Demo - Creating and Saving a PowerPoint Presentation

Microsoft OneDrive for Business

PowerPoint Online

Topic D: Use PowerPoint Help
PowerPoint 2016 Help
The PowerPoint 2016 Help Interface
The Tell Me Feature
The Insights Feature
Demo - Using PowerPoint Help
Chapter 01 Review

Chapter 02 - Developing a PowerPoint Presentation

48m

Topic A: Select a Presentation Type
Templates
Methods to Create Presentations
Demo - Creating a Presentation from a Template
Topic B: Edit Text
Text Boxes
Text Selection Methods
The Mini Toolbar
The Cut, Copy, and Paste Options
The Clipboard
The Clipboard Paste Options
The Paste Special Command
Galleries
Demo - Editing Text
Topic C: Build a Presentation
Types of Slide Layouts
The Slide Size and Orientation Settings
Demo - Adding, Deleting, and Modifying Slides
Demo - Arranging Slides
Themes
Theme Variants
Theme Components
Background Styles
The Format Background Pane
Demo - Working with Themes
Chapter 02 Review

Chapter 03 - Performing Advanced Text Editing Operations

37m

Topic A: Format Characters
The Font Dialog Box
WordArt Styles
The Format Painter Tool
The Replace Font Option
Demo - Formatting Characters
Topic B: Format Paragraphs
Bulleted Lists
Numbered Lists
Demo - Using Bulleted and Numbered Lists
Text Alignment Options
Vertical Text Alignment Options
The Format Shape Pane

The Autofit Feature
Paragraph Spacing Options
Text Direction Options
Rulers
Demo - Formatting Paragraphs
Topic C: Format Text Boxes
Text Placeholder Formatting Options
Shape Fills
Shape Outlines
Shape Effects
Demo - Formatting Text Boxes
Chapter 03 Review

Chapter 04 - Adding Graphical Elements to Your Presentation

25m

Topic A: Insert Images
Pictures
The Online Pictures Command
The Screenshot Tool
The Photo Album Feature
Demo - Inserting Images into a Presentation
Topic B: Insert Shapes
Shapes
The Drawing Tools Format Contextual Tab
Shape Styles
The Merge Shapes Feature
The Edit Points Tool
Demo - Inserting Shapes
Chapter 04 Review

Chapter 05 - Modifying Objects in Your Presentation

41m

Topic A: Edit Objects
Object Selection Methods
The Crop Tool
The Picture Tools Format Contextual Tab
The Format Picture Pane
The Remove Background Tool
The Object Resizing Methods
The Object Scaling Methods
The Object Orientation Options
The Image Compression Options
Demo - Editing Objects in Your Presentation
Topic B: Format Objects
The Picture Formatting Options
The Set Transparent Color Option
Demo - Formatting Pictures and Objects
Topic C: Group Objects
The Grouping Feature
Demo - Grouping Objects
Topic D: Arrange Objects
Object Order

Guides and Gridlines
Demo - Arranging Objects
Topic E: Animate Objects
Built-In Animation Effects
Demo - Animating Objects
Chapter 05 Review

Chapter 06 - Adding Tables to Your Presentation

23m

Topic A: Create a Table
Tables
Table Creation Options
The Insert Table Dialog Box
Table Navigation Methods
Demo - Creating a Table
Topic B: Format a Table
The Design Tab
The Layout Tab
Table Styles
Demo - Formatting a Table
Topic C: Insert a Table from Other Microsoft Office Applications
The Insert Object Dialog Box
Demo - Inserting a Microsoft Excel Worksheet
Chapter 06 Review

Chapter 07 - Adding Charts to Your Presentation

25m

Topic A: Create a Chart
Charts
Chart Data
The Insert Chart Dialog Box
Chart Types
Demo - Creating a Chart
Topic B: Format a Chart
The Design Tab
The Format Tab
The Quick Access Chart Commands
Chart Layouts
Chart Styles
Demo - Formatting a Chart
Topic C: Insert a Chart from Microsoft Excel
Demo - Inserting a Chart from Microsoft Excel
Chapter 07 Review

Chapter 08 - Preparing to Deliver Your Presentation

31m

Topic A: Review Your Presentation
The AutoCorrect Feature Options
The Spelling Checker Feature
The Smart Lookup Feature
The Compatibility Checker Feature
The Accessibility Checker Feature
Demo - Reviewing Your Presentations

Topic B: Apply Transitions
Transitions
Demo - Applying Transitions
Topic C: Print Your Presentation
The Print Command
Handouts
Outlines
Notes Pages
Full Page Slides
Demo - Print a Presentation
Topic D: Deliver Your Presentation
Presentation Options
Demo - Presenting a Slide Show
PowerPoint Presentation File Formats
Demo - Exporting a Presentation to a PDF File
Chapter 07 Review
Course Closure

Total Duration: 4h 57m