



Microsoft® Office PowerPoint® 2016: Level 1

Training Course Content

Course Objective: Students will learn to identify the basic features and functions of PowerPoint 2016. Do things quickly by using the new Tell Me help feature and Smart Lookup. You will develop a presentation and perform advanced text editing, as well as add graphical elements, tables and charts to a presentation. Learn all about the new chart types and create them easier and faster, like the Waterfall, Treemap, Sunburst, Histogram charts. You will also learn how to modify objects and prepare to deliver a presentation.

Prerequisites: Students should be familiar with using personal computers, and have used a mouse and keyboard. They should be comfortable with the Windows environment and be able to easily use Windows to manage information on their computers. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Delivery Method: Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

Lesson 1: Getting Started with PowerPoint

Topic 1A: Navigate the PowerPoint Environment
Topic 1B: Create and Save a PowerPoint Presentation
Topic 1C: Use Help, Tell Me and Smart Lookup Feature

Lesson 2: Developing a PowerPoint Presentation

Topic 2A: Select a Presentation Type
Topic 2B: View and Navigate a Presentation
Topic 2C: Edit Text
Topic 2D: Build a Presentation

Lesson 3: Performing Advanced Text Editing

Topic 3A: Format Characters
Topic 3B: Format Paragraphs
Topic 3C: Format Text Boxes

Lesson 4: Adding Graphical Elements to Your Presentation

Topic 4A: Insert Clip Art and Images
Topic 4B: Insert Shapes

Lesson 5: Modifying Objects in Your Presentation

Topic 5A: Edit Objects
Topic 5B: Format Objects
Topic 5C: Group Objects
Topic 5D: Arrange Objects
Topic 5E: Animate Objects

Lesson 6: Adding Tables to Your Presentation

Topic 6A: Create a Table
Topic 6B: Format a Table
Topic 6C: Import Tables from other Applications

Lesson 7: Adding Charts to Your Presentation

Topic 7A: Create a Chart
Topic 7B: Format a Chart
Topic 7C: Insert a Chart from Microsoft Excel

Lesson 8: Preparing to Deliver a Presentation

Topic 8A: Review the Content in a Presentation
Topic 8B: Apply Transitions
Topic 8C: Print Your Presentation
Topic 8D: Deliver Your Presentation