



Adding Graphical Elements to Your PowerPoint®

2016 Presentation

Course ID #: 7000-565-ZZ-Z

Hours: 1

Course Content

Course Description:

Sometimes, a picture can tell the story better than words ever could. And graphics have the ability to keep an audience engaged and focused on what you have to say. In this course, you'll master the PowerPoint 2016 graphical techniques that give you a whole new set of options for telling your story and keeping your audience excited about what you have to say.

Target Student:

This course is designed for students who wish to gain a foundational understanding of Microsoft PowerPoint 2016 in order to create and develop engaging multimedia presentations.

Topics:

Topic A: Insert Images

- Pictures
- The Online Pictures Command
- The Screenshot Tool
- The Photo Album Feature
- How to Insert Images into a Presentation
- Inserting Images into a Presentation

Topic B: Insert Shapes

- Shapes
- The Drawing Tools Format Contextual Tab
- Shape Styles
- How to Insert Shapes
- Custom Shapes
- The Merge Shapes Feature
- The Edit Points Tool
- How to Create Custom Shapes
- Inserting Shapes