



Adding SmartArt and Equations to a PowerPoint® 2016 Presentation

Course ID #: 7000-571-ZZ-Z

Hours: 1

Course Content

Course Description:

Microsoft® Office PowerPoint® 2016 includes a robust set of tools that make creating and modifying custom diagrams and mathematical equations quick and easy. If you need to present content like this, take this course to master the on-board diagramming tools in PowerPoint to save yourself valuable development time, and to simplify complex information in the presentations you deliver.

Target Student:

This course is intended for students who have basic competence working with PowerPoint 2016, and who wish to take advantage of the application's higher-level functionality.

Topics:

Topic A: Create SmartArt

- SmartArt Graphics
- The Choose a SmartArt Graphic Dialog Box
- The Text Pane
- SmartArt Categories
- How to Add SmartArt to a Presentation
- Adding SmartArt to a Presentation

Topic B: Modify SmartArt

- The SmartArt Tools Contextual Tab
- The SmartArt Tools Design Tab
- The SmartArt Tools Format Tab
- How to Modify SmartArt
- Modifying SmartArt

Topic C: Write Math Equations

- The Insert Equation Feature
- The Equation Tools Design Tab
- The Ink Equation Dialog Box
- How to Write Math Equations
- Writing Math Equations