Developing a PowerPoint® 2016 Presentation

Course ID #: 7000-563-ZZ-Z

Hours: 2

Course Content

Course Description:

With PowerPoint, you can choose from among several presentation types, apply a variety of themes and templates, and take advantage of powerful text editing capabilities. This course shows you how to use these to spend less time working on your presentation, and more time focusing on your message and how to deliver it.

Target Student:

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

Topics:

Lesson 1: Developing a PowerPoint Presentation

Topic A: Select a Presentation Type
- Templates
- Methods to Create Presentations
- How to Select a Presentation Type
- Creating a Presentation from a Template

Topic B: Edit Text
- Text Boxes
- How to Add and Remove 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
- The Live Preview Feature
- How to Edit Text
- Editing Text

Topic C: Build a Presentation
- Slide Layouts
- Types of Slide Layouts
- The Slide Size and Orientation Settings
- How to Add, Delete, and Modify Slides
- Adding, Deleting, and Modifying Slides
- Slide Arrangement
- How to Arrange Slides
- Arranging Slides
- Themes
- Theme Variants
- Theme Components
- Background Styles
- The Format Background Pane
- How to Work with Themes
- Working with Themes

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