



Modifying Objects in Your PowerPoint® 2016 Presentation

Course ID #: 7000-566-ZZ-Z

Hours: 4

Course Content

At Course Completion:

After this course, you'll be able to use the graphical editing capabilities in Microsoft® Office PowerPoint® 2016 to build an attractive, aesthetically pleasing presentation.

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: Edit Objects

- Object Selection Methods
- How to Select Objects
- 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
- How to Edit Objects in Your Presentation
- Editing Objects in Your Presentation

Topic B: Format Objects

- The Picture Formatting Options
- The Set Transparent Color Option
- How to Format Pictures and Objects
- Formatting Pictures and Objects

Topic C: Group Objects

- The Grouping Feature
- How to Group and Ungroup Objects
- Grouping Objects

Topic D: Arrange Objects

- Object Order
- Guides and Gridlines
- How to Arrange and Align Objects
- Arranging Objects

Topic E: Animate Objects

- Built-In Animation Effects
- The Animation Painter Tool
- How to Animate Objects
- Animating Objects