



Modifying the PowerPoint® 2016 Environment

Course ID #: 7000-569-ZZ-Z

Hours: 2

Course Content

Course Description:

PowerPoint 2016 gives you lots of options for modifying the environment you use to develop your presentations so that you can work more efficiently. This course will teach you what options are available, and how they can help you work faster with less effort.

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: Customize the User Interface

- The PowerPoint Options Dialog Box
- The Customize Ribbon Tab
- The Customize the Ribbon Pane Hierarchy
- The Customize Status Bar Menu
- How to Customize the Ribbon and the Status Bar
- Customizing the Ribbon and the Status Bar
- The Window Group
- How to Work with Multiple Windows Simultaneously
- Working with Multiple Windows Simultaneously

Topic B: Set PowerPoint 2016 Options

- The Save Options
- The Advanced Options
- How to Set PowerPoint 2016 Options
- Setting PowerPoint 2016 Options