Performing Advanced Text Editing in PowerPoint® 2016

Course ID #: 7000-564-ZZ-Z

Hours: 3

Course Content

Course Description:

This course will show you how to make the best use of the advanced text editing features in Microsoft® PowerPoint 2016. With these skills, you'll be able to spend your time focusing on your message instead of the appearance of your text.

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: Performing Advanced Text Editing Operations

Topic A: Format Characters
- Character Formats
- The Font Dialog Box
- WordArt Styles
- The Format Painter Tool
- The Replace Font Option
- How to Format Characters
- Formatting Characters

Topic B: Format Paragraphs
- Bulleted Lists
- Numbered Lists
- How to Use Bulleted and Numbered Lists
- Using Bulleted and Numbered Lists
- Text Alignment Options
- Vertical Text Alignment Options
- The Format Shape Pane
- The Autofit Feature
- Paragraph Spacing Options
- Text Direction Options
- Rulers
- How to Format Paragraphs
- Formatting Paragraphs

Topic C: Format Text Boxes
- Text Placeholder Formatting Options
- Shape Fills
- The Eyedropper Tool
- Shape Outlines
- Shape Effects
- How to Format Text Boxes
- Formatting Text Boxes