

Microsoft PowerPoint 2016

Level 1

One Day Course

Course Description

In today's work environment, presentations have moved far beyond flip charts and overhead projectors. Audiences not only expect that your presentations are in an electronic format, but they also demand that your presentations be unique and sophisticated in their use of such formats. In this course, you will work with Microsoft Office PowerPoint 2016 to create electronic presentations.

Course Objective

You will explore the PowerPoint environment and create a new presentation. You will format text on slides to enhance clarity. In order to enhance the visual appeal, you will add graphical objects to a presentation and modify them. You will also add tables and charts to a presentation to present data in a structured form. You will then finalise a presentation to deliver it.

Pre-Requisites

Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. Students should have completed the following courses or possess equivalent knowledge before starting with this course: Microsoft Windows 7 or Microsoft Windows 10.

Course Content

Module 1: Starting PowerPoint

- The Interface
- Navigating a Presentation file
- Help Files

Module 2: Creating a Presentation

- Starting a Presentation
- Adding Slides
- Adding Text
- Using different views
- Rearranging slides

Module 3: Formatting Slides

- Formatting Text
- Applying Font Styles
- Working with Themes

Module 4: Creating Visual Impact

Drawing Objects
Using ClipArt
Inserting Pictures
Using WordArt

Module 5: Creating Tables

Create a table
Format a Table
Insert a Table from Word

Module 6: Preparing to Deliver a Presentation

Review Content
Adding Transitions
Animation Effects
Speaker Notes
Printing a Presentation

Microsoft PowerPoint 2016 Level 2

One Day Course

Course Description

As a Microsoft Office PowerPoint 2016 user, you are familiar with the basics of creating a presentation and you are able to convey information effectively in a simple way. Static content in presentation, however, will not keep your audience interested. In this course, you will enhance presentations with features that will transform basic presentations into a powerful means of communication.

Course Objective

You will enhance your presentation with features that will transform it into a powerful means of communication. You will customise the PowerPoint interface to suit your requirements and use the new and enhanced features to create dynamic and visually appealing presentations. You will then finalise a presentation and secure it to authenticate its validity.

Pre-Requisites

To ensure your success, we recommend you first take the following courses or have equivalent knowledge: Microsoft PowerPoint 2016 Level 1

Course Content

Module 1: Inserting Charts in a Presentation

- Creating a Chart
- Editing Chart Data
- Modifying a Chart
- Importing a Chart from Microsoft Excel

Module 2: Adding Diagrams

- Using SmartArt Graphics
- Creating an Organisational Chart
- Creating a Cycle Diagram
- Creating a Relationship Diagram
- Modifying Diagrams

Module 3: Using Animations

- Types of Animations
- Creating Animation to Text Entrance and Exit
- Animating Text to Emphasis
- Animating Bullets builds
- Animating Charts
- Using Motion Paths
- Reordering the Order of Effects

Module 4: Creating Custom Presentations

Set up a Custom Show

Adding Hyperlinks to a presentation

Adding Action buttons to Slides

Annotate a Presentation

Adding Narrations to a Slide Show

Repeating Slide Shows Automatically

Module 5: Distributing a Presentation

Reviewing a Presentation

Protecting Presentations with Passwords

Modifying the File Properties

Digital Signatures

Marking Presentation As Final

Package a Presentation

Publish a Presentation as a Web Page

Microsoft PowerPoint 2016

Level 3

One Day Course

Course Description

Your training in and use of Microsoft Office PowerPoint 2016 has provided you with a solid foundation in the basic and intermediate skills for working in PowerPoint. On this course you will further customise PowerPoint default layouts and design powerful eye catching templates.

Course Objective

You will Link data to other application, customise PowerPoint layouts, inset media content and create templates.

Pre-requisites

Before starting this course, students are recommended to take the following course or possess equivalent knowledge: Microsoft Office PowerPoint 2016: Level 1 and Microsoft Office PowerPoint 2016: Level 2.

Course Content

Module 1: Linking to other Applications

Linking to a Chart in Excel
Linking to Word Documents
Importing Objects as Images

Module 2: Customising Design Templates

Changing the Slide Master
Customising Slide Layouts
Create Custom Themes
Adding Headers and Footers
Modify the Notes Master
Modify the Handouts Master

Module 3: Working with Objects

Modifying Objects
Changing Object Orientation
Formatting Objects
Grouping and Ungrouping Objects
Arrange Objects

Module 4: Working with Sound and Video

Adding a Video to a slide
Adding Sound to a Slide
Adjusting the Play Settings

Module 5: Customising a Slide Show Presentation

Hyperlink to Slides
Hyperlink to Other Applications
Importing Slides from Other Presentations
Adding Logos to Slides
Saving Slides as Graphic Files
Creating Handouts in Word