



Microsoft PowerPoint 2016 Level 1

DURATION

1 Day

COURSE OVERVIEW

During this course you will explore the PowerPoint environment and create presentations. You will format text on slides to enhance clarity, enhance the visual appeal by adding graphical objects and modifying them. You will also add tables and charts to present data in a structured format and you will then finalise your presentation to be able to deliver it.

TARGET AUDIENCE

This course is designed for people who are interested in learning the fundamentals needed to create and modify presentations using Microsoft PowerPoint.

LEARNING OBJECTIVES

On completion of this course, you will be able to:

- Navigate the PowerPoint programme.
- Create and format slides and presentations.
- Insert and create tables, illustrations, charts, SmartArt and hyperlinks.
- Understand slide masters.
- Use proofing and printing options.
- Create a template.

PRE-REQUISITES

To ensure your success in this course you 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, launch and close programmes, navigate to information stored on the computer and manage files and folders.

COURSE CONTENTS

- Creating a presentation.
- Manipulating slides.
- Design themes.
- Text boxes (placeholders).
- Inserting Slides.
- Applying a background.
- Slide Master.
- Animations.
- Transitions.
- Hyperlinks.
- Formatting Shapes.
- Footers and slide numbering.
- Proofing and printing.
- Running a Slideshow.
- Saving as a template.
- Manipulating text.
- Font formatting.
- Paragraph formatting.
- Inserting tables.
- Inserting illustrations.
- Inserting SmartArt
- Inserting Charts.