

Microsoft® Office PowerPoint® 2016: Level 1

Training Course Content

Course Objective: Students will learn to identify the basic features and functions of PowerPoint 2016. Do things quickly by using the new Tell Me help feature and Smart Lookup. You will develop a presentation and perform advanced text editing, as well as add graphical elements, tables and charts to a presentation. Learn all about the new chart types and create them easier and faster, like the Waterfall, Treemap, Sunburst, Histogram charts. You will also learn how to modify objects and prepare to deliver a presentation.

Prerequisites: Students should be familiar with using personal computers, and have used a mouse and keyboard. They should be comfortable with the Windows environment and be able to easily use Windows to manage information on their computers. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Delivery Method: Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

Lesson 1: Getting Started with PowerPoint

Topic 1A: Navigate the PowerPoint Environment
Topic 1B: Create and Save a PowerPoint Presentation
Topic 1C: Use Help, Tell Me and Smart Lookup Feature

Lesson 2: Developing a PowerPoint Presentation

Topic 2A: Select a Presentation Type
Topic 2B: View and Navigate a Presentation
Topic 2C: Edit Text
Topic 2D: Build a Presentation

Lesson 3: Performing Advanced Text Editing

Topic 3A: Format Characters
Topic 3B: Format Paragraphs
Topic 3C: Format Text Boxes

Lesson 4: Adding Graphical Elements to Your Presentation

Topic 4A: Insert Clip Art and Images
Topic 4B: Insert Shapes

Lesson 5: Modifying Objects in Your Presentation

Topic 5A: Edit Objects
Topic 5B: Format Objects
Topic 5C: Group Objects
Topic 5D: Arrange Objects
Topic 5E: Animate Objects

Lesson 6: Adding Tables to Your Presentation

Topic 6A: Create a Table
Topic 6B: Format a Table
Topic 6C: Import Tables from other Applications

Lesson 7: Adding Charts to Your Presentation

Topic 7A: Create a Chart
Topic 7B: Format a Chart
Topic 7C: Insert a Chart from Microsoft Excel

Lesson 8: Preparing to Deliver a Presentation

Topic 8A: Review the Content in a Presentation
Topic 8B: Apply Transitions
Topic 8C: Print Your Presentation
Topic 8D: Deliver Your Presentation

Microsoft® Office PowerPoint® 2016: Level 2

Training Course Content

Course Objective: Upon completing this course, students will be able to customize the PowerPoint 2016 application, and effectively create, collaborate on, secure, and distribute complex multimedia presentations for a variety of situations. Learn how to modify and create from thousands of new PowerPoint templates and themes. Use new PowerPoint Designer service to quickly select styles of slides to make them look better. You will learn to modify the PowerPoint environment, customize design templates and new 2016 animations and transitions, customize a slideshow, and secure and distribute a presentation. Find out how much easier it is in PowerPoint 2016 to share presentations with Real-time Co-authoring.

Prerequisites: To ensure success, students should have experience using PowerPoint 2016, to create, edit, and deliver multimedia presentations. We recommend that you first take our PowerPoint Level 1 course or have equivalent knowledge and skills.

Delivery Method: Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

Lesson 1: Modifying the PowerPoint Environment

Topic 1A: Customize the User Interface
Topic 1B: Set PowerPoint 2016 Options

Lesson 2: Customizing Design Templates

Topic 2A: Modify Slide Masters and Slide Layouts
Topic 2B: Add Headers and Footers
Topic 2C: Modify the Notes Master and the Handout Master

Lesson 3: Adding SmartArt to a Presentation

Topic 3A: Create SmartArt
Topic 3B: Modify SmartArt

Lesson 4: Working with Media and Animations

Topic 4A: Add Audio to a Presentation
Topic 4B: Add Video to a Presentation
Topic 4C: Customize Animations and Transitions

Lesson 5: Collaborating on a Presentation

Topic 5A: Review a Presentation
Topic 5B: Store and Share Presentations on the Web

Lesson 6: Customizing a Slide Show

Topic 6A: Annotate a Presentation
Topic 6B: Set Up a Slide Show
Topic 6C: Create a Custom Slide Show
Topic 6D: Add Hyperlinks and Action Buttons
Topic 6E: Record a Presentation

Lesson 7: Securing and Distributing a Presentation

Topic 7A: Secure a Presentation
Topic 7B: Broadcast a Slide Show
Topic 7C: Create a Video or a CD



Microsoft® Office PowerPoint® 2016: Level 3

Training Course Content

Course Objective: This course is design for the PowerPoint advanced users. Learn how to create powerful, multimedia presentations. You will be able to create multiple Slide Masters, custom layouts, custom notes, and handouts. Use multimedia features of sounds, videos, hyperlinks, motion buttons, and advanced animations to make interactive PowerPoint shows.

Prerequisites: To ensure success, students should have experience using PowerPoint 2016, to create, edit, and deliver multimedia presentations. We recommend that you first take our PowerPoint Level 1 and Level 2 courses or have equivalent knowledge and skills.

Delivery Method: Instructor-led, group-paced, hands-on classroom training with activities. Additionally, manuals are provided for each student for after class reference.

Lesson 1: Creating Advanced Animations.

Topic 1A: Text Boxes and Bullets
Topic 1B: Tables
Topic 1C: Charts
Topic 1D: Text Effects
Topic 1E: Trigger Effect
Topic 1F: Advanced Audio/Video Functions
Topic 1G: Adding Bookmarks

Lesson 2: Creating Custom Templates

Topic 2A: Themes
Topic 2B: Master Slides
Topic 2C: Custom Layouts
Topic 2D: Custom Footers
Topic 2E: Copying Formats, Format Painter, and Reusing Slides
Topic 2F: Custom Templates and the Library

Lesson 3: Making Your Presentation Interactive

Topic 3A: Action Buttons
Topic 3B: Hyperlink across PowerPoint and Other Programs
Topic 3C: Create Text, Pictures and Shape Hyperlinks
Topic 3D: Create Table of Contents with Hyperlinks
Topic 3E: Linking Across Applications
Topic 3F: Editing Linked Presentation and Links

Lesson 4: Reviewing a Presentation

Topic 4A: Compare and Merge Documents (Better Conflict Resolutions 2016)
Topic 4B: Review, Create and Modify Contents
Topic 4C: Protection on Different Levels

Lesson 5: Working with Proprietary Formats

Topic 5A: Linking and Embedding YouTube Video
Topic 5B: Inserting a Web Page
Topic 5C: Inserting a Word Document into PowerPoint
Topic 5D: Inserting a Screenshot

Lesson 6: Sharing Best Practices

Topic 6A: Presentation Tips
Topic 6B: Professional PowerPoint Tips