

Microsoft PowerPoint 2016 – Basic and Intermediate

Course Code: ASKBP6

Course Duration: 2 days (16 hours), 9:00am - 5:00pm

Course Fee: \$353.10 (Inc. GST) per participant, SDF grant entitled.

Course Date: Refer to <http://asktraining.com.sg/calendar>

Course Outline:

Program Fundamentals & Viewing

Presentations

- Understanding PowerPoint Program Screen
- Giving Commands, Command Shortcuts
- Creating & Opening a Presentation
- Previewing & Printing a Presentation
- Saving & Closing a Presentation
- Using Help & Exiting PowerPoint
- Inserting, Changing Layout & Deleting Slides
- Navigating a Presentation
- Organizing a Presentation using Sections
- Changing Views, Using the Zoom Controls
- Using the Outline Pane
- Working with the Presentation Window
- Working with Multiple Presentations
- Resizing, Moving, Copying and Deleting Objects
- Positioning & Grouping Objects
- Aligning & Distributing Objects
- Flipping & Rotating Objects
- Layering Objects

Working with Tables

- Creating & Working with a Table
- Adjusting Column Width & Row Height
- Inserting & Deleting Rows & Columns
- Merging & Splitting Cells
- Working with Borders & Shading
- Applying a Table Style

Inserting, Editing and Formatting Text

- Inserting, Editing Text & Text Box
- Moving & Copying Text, Checking Spelling
- Controlling How Text is Moved or Copied
- Collecting Multiple Items to Move or Copy
- Using Undo, Redo & Repeat
- Finding & Replacing Text
- Inserting Symbols & Special Characters
- Changing Font Type, Size, Color & Style
- Using the Font Dialog Box
- Copying Formatting, Using WordArt

Working with Charts and SmartArt

- Inserting Chart & Chart Data
- Resizing & Moving a Chart
- Changing Chart Type, Formatting a Chart
- Working with Labels, Chart Elements
- Inserting & Formatting a SmartArt
- Working with SmartArt Elements
- Converting Slide Text into SmartArt

Formatting a Presentation

- Using Document Themes
- Changing Slide Background & Rearranging Slides
- Duplicating and Copying Slides
- Adding Headers & Footers
- Working with Bulleted & Numbered Lists
- Formatting Paragraphs, Tabs & Indents
- Changing Slide Page Setup

Applying Transition and Animation Effects

- Applying & Modifying a Transition Effect
- Applying, Modifying, Customizing & Copying Animation Effects
- Previewing a Transition or Animation Effect

Working with Objects

- Inserting Pictures & Screenshots
- Removing Backgrounds from Pictures
- Altering Pictures Appearances
- Cropping Pictures & Applying Picture Styles
- Inserting, Editing & Formatting Shapes

Finalizing a Presentation

- Setting Up a Slide Show
- Rehearsing Timings
- Hiding a Slide
- Recording a Presentation
- Marking a Presentation as Final

Delivering a Presentation

- Delivering a Presentation on a Computer
- Using the Laser Pointer, Pen, and Making Annotations