



PowerPoint 2016

Beginning Training Course Outline

Using PowerPoint 2016

- Opening PowerPoint 2016
- Opening a Presentation
- Navigating between Slides
- Using the Zoom Tool
- Changing PowerPoint Views
- Using Help
- Searching For Help
- Using the Help Table of Contents
- Saving a Presentation
- Closing a Presentation
- Closing PowerPoint
- Opening Multiple Presentations
- Switching between Multiple Presentations

Creating a PowerPoint 2016 Presentation

- Creating a New Presentation
- Inserting a New Slide
- Recommended Techniques When Creating Slide Content
- Undo and Redo
- Saving a Presentation
- Saving a Presentation Using a Different Name

Manipulating Slides within PowerPoint 2016

- Inserting Slides with a Particular Slide Layout
- Modifying the Slide Layout
- Changing the Background Colour on the Active Slide
- Changing Background Colour on All the Slides within a Presentation

PowerPoint 2016 Design Themes

- Applying a Theme to a Presentation
- Modifying the Theme Colors
- Modifying the Theme Fonts

Text Boxes (Placeholders)

- Editing Text Boxes (Placeholders)
- Resizing a Text Box (Placeholder)
- Moving a Text Box (Placeholder)

Manipulating Text in PowerPoint 2016

- Selecting Text
- Moving Text within a Slide

- Moving Text between Slides within a Presentation or between Presentations
- Copying Text within a Slide
- Copying Text between Slides within a Presentation or between Presentations
- Deleting Text
- Using Find
- Using Replace

Font Formatting within PowerPoint 2016

- Font Formatting Options
- Changing the Font Type
- Changing Font Size
- Increasing or Decreasing the Font Size
- Bold, Italic or Underline Formatting
- Strikethrough Effects
- Shadow Effects
- Character Spacing
- Changing Case
- Font Colour
- Clearing All Text Formatting

Paragraph Formatting within PowerPoint 2016

- Text Alignment
- Columns
- Modifying Bullet Point Formatting
- Using Numbering Instead of Bullet Points
- Changing the List Level
- Indenting Bulleted Text
- Line Spacing Vs. Paragraph Spacing
- Line Spacing
- Paragraph Spacing
- Using Outline View
- PowerPoint Presenter Notes
- Text Direction
- Text Alignment within a Text Box (Placeholder)
- Text AutoFit
- Using the Format Painter

Tables and PowerPoint 2016

- Table Selection Techniques
- Column Selection
- Row Selection
- Entire Table Selection
- Creating a Table



- Applying a Style to a Table
- Cell Background Shading
- Applying Table Effects
- Adding 'Quick Styles' to Selected Text
- Applying Borders to Cells
- Deleting a Column
- Deleting a Row
- Inserting Rows or Columns
- Modifying Column Width and Row Height
- Distributing Rows and Columns

PowerPoint 2016 & Illustrations

- Selecting an Illustration
- Selecting Multiple Illustrations
- Moving an Illustration
- Copying an Illustration
- Deleting an Illustration
- Resizing an Illustration
- Stretching an Illustration
- Copying Illustrations between Presentations
- Moving Illustrations between Presentations
- Inserting Illustrations within PowerPoint
- Inserting Pictures from Your Hard Disk
- Inserting Online Pictures or Clip Art
- Inserting Shapes
- Inserting Text into a Shape
- Inserting Perfect Circles or Perfect Squares
- Inserting a Line
- Inserting a Free Drawn Line
- Inserting an Arrow
- Inserting a Text Box
- Inserting SmartArt

Manipulating Illustrations within PowerPoint

- Formatting the Shape Background Fill Colour Style
- Applying a Shadow to an Illustration
- Modifying Arrow Line Shapes and Size
- Rotating or Flipping an Illustration
- Rotating Illustrations by Dragging With the Mouse
- Layering Illustrations to the Front or Back
- Aligning Graphics Relative to Each Other or Relative to the Slide
- Aligning Shapes Relative to the Left of a Slide
- Aligning Shapes Relative to the Centre of a Slide
- Aligning Shapes Relative to the Right of a Slide
- Aligning Shapes Relative to the Top of a Slide

- Aligning Shapes Relative to the Bottom of a Slide
- Grouping and Ungrouping Objects

Charts in PowerPoint 2016

- Inserting Charts and Editing the Chart Data
- Changing the Chart Type
- Changing the Background Colour in the Chart
- Changing the Column, Bar, Line or Pie Slice Colors in the Chart
- Chart Title Manipulation
- Adding Data Labels to a Chart

Manipulating Slides within PowerPoint 2016

- Moving Slides within a Presentation or between Presentations
- Copying Slides within a Presentation
- Deleting a Slide or Slides
- Copying Slides between Presentations
- Moving Slides between Presentations

PowerPoint 2016 Slide Masters

- What Is a Slide Master?
- Inserting a Picture (Clipart) Into a Master Slide
- Removing a Picture or Shape from a Master Slide

Headers, Footers and Slide Numbering

- Creating a Footer
- Automatic Slide Numbering
- Inserting Dates into the Footer

PowerPoint 2016 Slide Shows

- Running a Slide Show
- Adding Slide Show Transition Effects
- Removing Transition Effects
- Adding Slide Show Animation Effects
- Modifying Slide Show Animation Effects
- Removing Animation Effects
- Hiding Slides
- Displaying Hidden Slides within a Slide Show

Video Creation Using PowerPoint 2016

- Inserting Hyperlinks into Slides
- Converting a PowerPoint Presentation into a Video
- Uploading a Video to YouTube

Printing and Proofing In PowerPoint 2016

- Spell-Checking a Presentation



- Using Portrait or Landscape Slide Orientation
- Switching between Standard and Widescreen Formats
- Selecting Your Output Format
- Visually Inspect Each Slide before Printing
- Printing Options
- Setting the Number of Copies to Print
- Selecting a Different Printer
- Printing Selected Slides
- Setting the Number of Slides per Page to Be Printed
- Single or Double Sided (Duplex) Printing
- To Print a Presentation