PROFESSIONAL DEVELOPMENT TRAINING

# Microsoft PowerPoint 2016 Introduction Training

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1.0 DAY COURSE

**Microsoft PowerPoint is a powerful presentation software developed by Microsoft. It is a standard component of the company's Microsoft Office suite software and is bundled together with Word, Excel and other office productivity tools. The program uses slides to convey information rich in multimedia. The term slide refers to the old slide projector, which this software effectively replaces.**

**This hands-on training workshop is available now throughout Hong Kong, including Central and also via instructor-led online training.**

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### What You'll Gain:

This Introduction to PowerPoint 2016 training course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft Office PowerPoint 2016. Students will explore the PowerPoint environment and create a presentation. Students will format text on slides to enhance clarity and add graphical objects to a presentation and modify them. Students will also add tables and charts to a presentation to present data in a structured form and then finalise a presentation.

## Outcomes

This course is intended for students who have little or no familiarity with Microsoft PowerPoint 2016 or more experienced Word users who want to learn the topics covered in this course in the 2016 interface.

**After completing this course, students will be able to:**

- Understand the features of MS Powerpoint
- Develop a PowerPoint Presentation
- Perform Advanced Text Editing
- Add Graphical Elements to Your Presentation
- Modify Objects in Your Presentation
- Add Tables to Your Presentation
- Add Charts to Your Presentation

- Prepare to Deliver Your Presentation

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# Modules

### Lesson 1: Getting Started with PowerPoint

- What is PowerPoint?
- The Default PowerPoint Presentation
- Using Tell Me

### Lesson 2: Developing a PowerPoint Presentation

- Templates
- Insert a Slide Layout
- Slide Layout
- Text Boxes
- Presentation Views

### Lesson 3: Performing Advanced Text Editing

- Character Formats
- Bulleted Lists
- Text Box Formatting Options

### Lesson 4: Adding Graphical Elements to Your Presentation

- Local Pictures
- Insert Shapes
- Insert WordArt

### Lesson 5: Modifying Objects in Your Presentation

- Object Selection Methods
- The Format Picture Task Pane
- The Grouping Feature
- Alignment Commands
- Built-In Animation Effects

### Lesson 6: Adding Tables to Your Presentation

- Tables
- The Table Tools Contextual Tabs

### Lesson 7: Adding Charts to Your Presentation Charts

- Insert a Chart and Add Data
- The Chart Tools Contextual Tabs
- Select and Format Chart Elements
- Create a Chart with Microsoft Excel Data

### Lesson 8: Preparing to Deliver Your Presentation

- AutoCorrect Feature Options
- Transitions
- The Print Command
- Presentation Options

**Talk to our expert team**

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