

# Microsoft PowerPoint 2016/2013

## Level 1

### Course Overview

In this 1-day course, you will learn the essentials of the PowerPoint program. You will start by creating a new presentation and exploring the PowerPoint environment, including using various views to examine and edit your slides. You will also learn tips for presenting your slides to an audience. You will learn how to add new slides with various layouts and how to move, copy, and delete slides. Additionally, you will learn to create and modify bulleted lists. You will learn how to create and format shapes, such as squares, circles, and arrows, and work with multiple shapes as a single unit. Additionally, you will learn to add graphical elements such as pictures and SmartArt. You will learn to work with the structure of PowerPoint to make your slides consistent, such as using the Slide Master, Themes, Background Styles, and Shape Styles. Finally, you will learn how to preview and print your slides in various ways. Prerequisite Course: Windows Level 1 or equivalent experience.

### PowerPoint Course Series:



### Course Topics

#### Exploring PowerPoint

- Starting PowerPoint and Creating a Presentation
- Exploring the Ribbon
- Closing PowerPoint
- Opening an Existing Presentation
- Zooming to a Different Size
- Navigating Through a Presentation
- About Views
- Using Slide Sorter View
- Using Slide Show View
- Typing Notes for the Presenter
- Using the Help System
- Saving and Closing a Presentation
- Presentation Tips and Tricks

#### Creating a New Presentation

- Typing Text on a Slide
- Saving a Presentation
- Adding New Slides

#### Editing a Presentation

- Editing Text
- Moving Bullets
- Formatting Text on an Individual Slide
- Moving a Slide
- Copying a Slide
- Deleting a Slide
- Using the Slide Master
- Checking for Spelling Errors

#### Working with Shapes

- Adding Shapes to a Slide
- Flipping, Rotating, and Adjusting Shapes
- Changing Colors and Borders
- Inserting Text into Shapes
- Adding a Text Box
- Copying and Aligning Shapes
- Grouping Shapes
- Using Shape Styles
- Adding a WordArt Style

#### Adding Graphics

- Inserting Online Images
- Inserting One of Your Own Photos
- Using SmartArt

#### Applying Themes and Background Styles

- Applying Themes
- Customizing a Theme
- Changing the Background Style

#### Previewing and Printing

- Adding Footers
- Using Backstage View
- Printing a Presentation