



INFOCUS COURSEWARE

# Microsoft PowerPoint 2016

## Level 1 (with Challenge Exercises)



Product Code: INF1661

ISBN: 978-1-925349-89-4

### ❖ General Description

The skills and knowledge acquired in **Microsoft PowerPoint 2016 - Level 1 (with Challenge Exercises)** are sufficient to be able to create real-world slide shows. You will learn how to create, print and publish presentations.

### ❖ Learning Outcomes

At the completion of this course you should be able to:

- work with the basic features of **PowerPoint**
- create a new presentation
- work with presentations
- insert text into a slide and apply basic formatting
- work with the various slide layouts
- create and work with **SmartArt** graphics
- draw and format shapes
- navigate a slide show in **PowerPoint**
- use a range of printing techniques
- obtain help for **PowerPoint** whenever you need it
- create brilliant presentations

### ❖ Prerequisites

**Microsoft PowerPoint 2016 - Level 1 (with Challenge Exercises)** assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

### ❖ Topic Sheets

151 topics

### ❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

### ❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

### ❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at [www.watsoniapublishing.com](http://www.watsoniapublishing.com).

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## Contents

### Getting to Know PowerPoint

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- Understanding the Start Screen
- Creating a New Blank Presentation
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- Using the Ribbon
- Using Ribbon KeyTips
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- Understanding Backstage View
- Accessing Backstage View
- Changing the Office Theme
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Understanding the Quick Access Toolbar
- Adding Commands to the QAT
- Understanding the Status Bar
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- Exiting Safely From PowerPoint
- Challenge Exercise
- Challenge Exercise Workspace

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- Challenge Exercise
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- Challenge Exercise Sample

### Printing Your Presentation

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- Previewing Slides
- Printing Slides
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- Printing Notes Pages
- Printing the Outline
- Challenge Exercise



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Challenge Exercise Sample

### Getting Help

- Understanding How Help Works
- Using Tell Me
- Accessing the Help Window
- Navigating the Help Window
- Using Google to Get Help
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### Brilliant Presentations

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- Make It Readable
- The Four Pillars of Great Design
- Perfect Presentation Layouts
- Presenting Polished Presentations
- Presentation Methods and Hardware
- Challenge Exercise
- Challenge Exercise Workspace



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