



INFOCUS COURSEWARE

Microsoft PowerPoint 2016

Level 2 (with Challenge Exercises)



Product Code: INF1662

ISBN: 978-1-925349-90-0

❖ General Description

Microsoft PowerPoint 2016 - Level 2 (with Challenge Exercises) is designed for users who are keen to extend their understanding and knowledge of the software beyond creating basic presentations.

❖ Learning Outcomes

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

- create and work effectively with themes
- view and modify slide masters
- create and use custom templates
- create and work with tables
- create and work with charts
- insert and edit images
- edit inserted images
- insert and work with different types of media
- create animations in a presentation
- set up a presentation for the required presentation mode
- save and share your presentations in other formats
- use the features of **PowerPoint** to work collaboratively with others

❖ Prerequisites

Microsoft PowerPoint 2016 - Level 2 (with Challenge Exercises) assumes a basic understanding of the software itself, as well as a basic understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

141 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.

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Product Information



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Contents

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- Challenge Exercise Sample

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Saving to a Storage Device
Challenge Exercise
Challenge Exercise Sample

Working Collaboratively

Co-Authoring Documents
Saving to OneDrive
Sharing Presentations
Opening Shared Presentations
Challenge Exercise
Challenge Exercise Workspace

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