



INFOCUS COURSEWARE

# Microsoft PowerPoint 2016

## Level 2 (with Challenge Exercises)



Product Code: INF1662

ISBN: 978-1-925349-24-5

### ❖ 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](http://www.watsoniapublishing.com).

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Product Information



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### Themes

- Understanding Themes
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- Changing the Theme Colours
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- Challenge Exercise Sample

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- Challenge Exercise Sample

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### Saving and Sharing Presentations

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- Saving a Presentation as a PDF Document
- Saving a Presentation as a Video
- Sending a Presentation via Email
- Presenting a Slide Show Online



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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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