



INFOCUS COURSEWARE

Operate Presentation Packages

Microsoft PowerPoint 2016



WATSONIA PUBLISHING

Product Code: INF985

ISBN: 978-1-925873-65-8

❖ General Description

The skills and knowledge acquired in Operate Presentation Packages - Microsoft PowerPoint 2016 are sufficient to be able to perform basic tasks using a presentation application package, and includes creating, formatting and adding effects to presentations. It applies to individuals employed in a range of work environments who need to be able to present a set range of data in a simple and direct format.

❖ Learning Outcomes

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

- work with the basic features of **PowerPoint**
- work with presentations
- create a new presentation
- work with the various slide layouts
- insert text into a slide and apply basic formatting
- create and work with **SmartArt** graphics
- draw and format shapes
- insert and edit images
- create animations in a presentation
- navigate a slide show in **PowerPoint**
- save and share your presentations in other formats
- use a range of printing techniques
- the procedures for using various forms of **Help**

❖ Prerequisites

Operate Presentation Packages - Microsoft PowerPoint 2016 assumes no knowledge of Microsoft PowerPoint 2016. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

131 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.

This information sheet was produced on Friday, August 31, 2018 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information



INFOCUS COURSEWARE

Operate Presentation Packages

Microsoft PowerPoint 2016



WATSONIA PUBLISHING

Product Code: INF985

ISBN: 978-1-925873-65-8

Contents

Getting to Know PowerPoint

- Starting PowerPoint From the Desktop
- Creating a New Blank Presentation
- The PowerPoint Screen
- How Microsoft PowerPoint 2016 Works
- Using the Ribbon
- Understanding Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Understanding the Quick Access Toolbar
- Exiting Safely From PowerPoint

Working With Presentations

- Opening a Presentation
- Opening Multiple Presentations
- Switching Between Open Presentations
- Understanding Presentation Views
- Changing Presentation Views
- Navigating a Presentation
- Using the Zoom Tool
- Closing a Presentation
- Opening a Recent Presentation

Your First Presentation

- Planning a Presentation
- Make It Readable
- Perfect Presentation Layouts
- Presentation Methods and Hardware
- Creating Presentations in PowerPoint
- Creating a Blank Presentation
- Adding a Graphic
- Applying Styles
- Creating a Presentation Based on a Theme
- Applying Theme Variants
- Typing Text Into a Slide
- Inserting New Slides
- Typing Text Using the Outline Pane
- Applying Slide Transitions
- Saving a Presentation
- Previewing a Slide Show

Slide Layouts

- Understanding Slide Layouts

- Inserting a Title Slide
- Inserting a Title and Content Slide
- Inserting a Section Header Slide
- Inserting a Table
- Inserting a Picture With Caption Slide
- Inserting a Chart
- Changing the Slide Layout

Working With Text

- Editing Text
- Checking Spelling
- Applying Font Formatting
- Applying Paragraph Formatting
- Moving and Resizing Placeholders
- Applying WordArt to Text
- Converting Text to SmartArt
- Changing Text Colour

SmartArt

- Understanding SmartArt
- Inserting a SmartArt Graphic
- Inserting Text Into SmartArt
- Adding Shapes Below
- Adding Shapes Above
- Adding Shapes Before and After
- Adding an Assistant
- Promoting and Demoting Shapes
- Resizing SmartArt
- Changing the SmartArt Layout
- Applying a Colour Scheme
- Applying a SmartArt Style
- Deleting SmartArt Shapes

Shapes

- Drawing Shapes
- Resizing Shapes
- Positioning Shapes
- Arranging Shapes
- Formatting Shapes
- Copying Shapes
- Aligning Shapes Using the Ribbon
- Aligning Objects Using Smart Guides
- Inserting and Formatting Text
- Connecting Shapes

Images

- Inserting a Picture From File
- Inserting an Online Picture
- Resizing an Image
- Positioning an Image

- Cropping an Image

Animations and Transitions

- Understanding Animation
- Animating Text
- Animating Objects
- Applying Multiple Effects
- Animating SmartArt Graphics
- Using Slide Transitions

Preparing for Presentations

- Using Slide Sorter View
- Reusing Slides
- Adding Sections
- Adding Notes to Your Slides
- Slide Numbers
- About Hyperlinks
- Creating an Internal Hyperlink
- Creating a Hyperlink to Another Presentation
- Creating a Hyperlink to Another Application
- Keyboard Shortcuts for Navigating Slide Shows
- Using Resume Reading

Saving and Sharing Presentations

- Packaging Presentations for CD
- Saving a Presentation as a PDF Document
- Saving a Presentation as a Video
- Sending a Presentation via Email
- Presenting a Slide Show Online
- Saving to a Storage Device

Printing Your Presentation

- Understanding Printing
- Previewing Slides
- Printing Slides
- Printing Handouts
- Printing Notes Pages
- Printing the Outline
- Changing the Slide Orientation
- Submitting a Presentation for Feedback

Getting Help

- Understanding How Help Works
- Using Tell Me
- Accessing the Help Window



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information



INFOCUS COURSEWARE

Operate Presentation Packages

Microsoft PowerPoint 2016



WATSONIA PUBLISHING

Product Code: INF985

ISBN: 978-1-925873-65-8

Navigating the Help Window
Using Google to Get Help
Using Smart Lookup
Printing a Help Topic

Product Information



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com