



INFOCUS COURSEWARE

Operate Presentation Packages

Microsoft PowerPoint 2016



WATSONIA PUBLISHING

Product Code: INF985

ISBN: 978-1-925873-13-9

❖ 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.

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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

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Contents

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

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- Opening Multiple Presentations
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- Presentation Methods and Hardware
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Getting Help

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- Using Tell Me
- Accessing the Help Window



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

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