



INFOCUS COURSEWARE

Microsoft PowerPoint 2016

Level 1



Product Code: INF1620

ISBN: 978-1-925349-21-4

❖ General Description

The skills and knowledge acquired in **Microsoft PowerPoint 2016 - Level 1** 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 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

129 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 Wednesday, October 04, 2017 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



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Product Information



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Contents

Getting to Know PowerPoint

- Starting PowerPoint From the Desktop
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- Creating a New Blank Presentation
- The PowerPoint Screen
- How Microsoft PowerPoint 2016 Works
- Using the Ribbon
- Using Ribbon KeyTips
- Showing and Collapsing the Ribbon
- 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
- Customising the Status Bar
- Exiting Safely From PowerPoint

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- Creating a Presentation
- Applying Theme Variants
- The Save As Place
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- Applying Slide Transitions
- Saving a Presentation
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- Closing a Presentation

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SmartArt

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- Adding Shapes Below
- Adding Shapes Above
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- Resizing SmartArt
- Changing the SmartArt Layout
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- Applying a SmartArt Style
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- Using the Eyedropper
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- Aligning Shapes Using the Ribbon
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- Creating an Internal Hyperlink
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- Creating a Hyperlink to Another Application
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- Printing a Help Topic

Brilliant Presentations

- Planning a Presentation
- Make It Readable
- The Four Pillars of Great Design
- Perfect Presentation Layouts
- Presenting Polished Presentations
- Presentation Methods and Hardware



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