



INFOCUS COURSEWARE

Microsoft PowerPoint 2016

Level 2



Product Code: INF1621

ISBN: 978-1-925349-22-1

❖ General Description

Microsoft PowerPoint 2016 - Level 2 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 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

117 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 Tuesday, October 03, 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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Themes

- Understanding Themes
- Applying a Theme
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- Creating Custom Theme Colours
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- Saving to OneDrive
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