



INFOCUS COURSEWARE

Microsoft PowerPoint 2016

Level 1 (with Challenge Exercises)



Product Code: INF1661

ISBN: 978-1-925349-23-8

❖ General Description

The skills and knowledge acquired in **Microsoft PowerPoint 2016 - Level 1 (with Challenge Exercises)** 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 (with Challenge Exercises) 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

151 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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Product Information



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Contents

Getting to Know PowerPoint

- Starting PowerPoint From the Desktop
- Understanding the Start Screen
- 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
- Challenge Exercise
- Challenge Exercise Workspace

Your First Presentation

- Creating Presentations in PowerPoint
- Creating a Presentation
- Applying Theme Variants
- The Save As Place
- The Save As Dialog Box
- Typing Text Into a Slide
- Inserting New Slides
- Typing Text Using the Outline Pane
- Applying Slide Transitions
- Saving a Presentation
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- Challenge Exercise
- Challenge Exercise Sample

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- Understanding Presentation Views
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- Opening a Recent Presentation
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Working With Text

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- Checking Spelling
- Understanding Font Formatting
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- Challenge Exercise Sample

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- Inserting a Picture With Caption Slide
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- Changing the Slide Layout
- Challenge Exercise
- Challenge Exercise Sample

SmartArt

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

- Challenge Exercise
- Challenge Exercise Sample

Shapes

- Drawing Shapes
- Resizing Shapes
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- Arranging Shapes
- Merging Shapes
- Formatting Shapes
- Using the Eyedropper
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- Aligning Objects Using Smart Guides
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- Connecting Shapes
- Grouping Shapes
- Rotating Shapes
- Challenge Exercise
- Challenge Exercise Sample

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
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- Challenge Exercise
- Challenge Exercise Sample

Printing Your Presentation

- Understanding Printing
- Previewing Slides
- Printing Slides
- Printing Handouts
- Printing Notes Pages
- Printing the Outline
- Challenge Exercise



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Challenge Exercise Sample

Getting Help

- Understanding How Help Works
- Using Tell Me
- Accessing the Help Window
- Navigating the Help Window
- Using Google to Get Help
- Using Smart Lookup
- Printing a Help Topic
- Challenge Exercise
- Challenge Exercise Workspace

Brilliant Presentations

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



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