MS PowerPoint 2016

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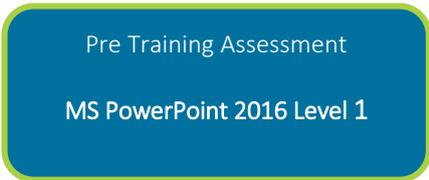

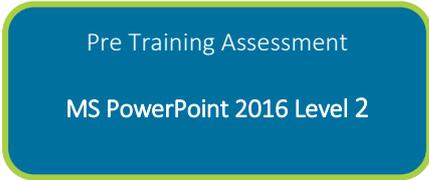MS PowerPoint Level 1 → MS PowerPoint Level 2

1. Free online pre-training assessments

Not sure which level to book – then click on the links below and/or forward the links to your colleagues in order to distinguish which level you/they need to book for.

Pre Training Assessment

MS PowerPoint 2016 Level 1

Pre Training Assessment

MS PowerPoint 2016 Level 2

2. MS PowerPoint 2016 Level 1

Course description

In today's work environment, presentations have moved far beyond flip charts and overhead projectors. Audiences not only expect presentations to be in the electronic format, but also demand them to be unique and use interactive elements to keep them engaged. In this course, you will use Microsoft Office PowerPoint 2016 to create presentations.

Using PowerPoint to create and deliver presentations will capture the attention of the audience and will help communicate the ideas of the presenter more effectively. PowerPoint 2016 possesses advanced design features, enhanced illustrations, and graphical elements that make presentation creation as well as viewing a truly delightful experience.

Course duration

This course is scheduled for one (1) day from 9:00 till 16:00.
The course duration is an estimate and could vary according to levels of experience of the group.

Course pre-requisites

Students should be familiar with using personal computers, and have used a mouse and keyboard. They should be comfortable with the Windows environment and be able to use Windows to manage information on their computers. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. Students should have completed the following courses or possess equivalent knowledge before starting with this course:

- Microsoft Office Windows XP Introduction

- Microsoft Office Windows XP Professional Level 1
- Microsoft Office Windows XP Professional Level 2
- Microsoft Office Windows 2000 Introduction

Documentation

The following documentation is included with the course

- Microsoft PowerPoint 2016 Level 1 user guide
- Certificate of attendance

After attending you will be able to:

- Identify the components of the PowerPoint2016 interface
- Create a presentation
- Format text on slides
- Add graphical objects to a presentation
- Modify graphical objects in a presentation
- Add charts to a presentation
- Prepare to deliver a presentation
- Customize a design template
- Add SmartArt graphics to a presentation
- Add special effects to a presentation
- Customize a slide show

Who should attend?

This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft Office PowerPoint 2016.

Topics Covered

Presentation Principles

- What is a Presentation application programme
- Examples of presentations

Starting with PowerPoint

- Start the PowerPoint Programme
- Understanding the Screen
- Working with Toolbars
- Placeholders
- Entering data
- Inserting slides
- Changing View
- Changing the Zoom

Working with File Commands

- Saving a Presentation
- Closing a presentation
- Opening an existing presentation
- Starting a new blank presentation

- Saving changes to a presentation
- Saving a presentation with a Different Name
- Saving in a different file format
- Deleting a PowerPoint presentation file

Editing a Slide Presentation

- Move, copy and delete text
- Using the Clipboard
- Find and replace text
- Check spelling
- Check text automatically while entering

Formatting Text

- Select and deselect text
- Changing text fonts, sizes, styles and colours
- Text alignment
- Line spacing
- Working with tabs
- Bullets and Numbering
- Slide Layouts
- Design styles
- Background colour

Graphics and Drawing

- Inserting ClipArt
- Moving, Resizing and Deleting Graphics
- Inserting Word Art
- Inserting Shapes

Working with Tables

- Creating a Table
- Entering and Editing text in a Table
- Inserting or deleting rows or columns
- Merging and Splitting cells
- Changing column widths and row heights
- Formatting text in a table

Working with Charts

- What is a Chart
- Chart Terminology
- Creating Charts
- Entering Chart Data
- Editing the Chart Data
- Resizing or Moving the Chart
- Selecting a Chart for Formatting
- Changing the Chart Type
- Changing the Chart Options
- Formatting Chart Objects

Presentation Set Up

MS PowerPoint 2016 Level 1-2

- Footers
- Speaker notes
- Working in the Slide Sorter View
- Working with multiple presentations
- Transition effects

Preview and Print

- Change the page set up
- Preview a presentation
- Print a presentation
- Print Settings

Preparation and Presenting

- Preparation
- Running a slide show
- Hints for running a slide show

3. MS PowerPoint 2016 Level 2

Course description

Build on your basic knowledge of and experience in PowerPoint to fine-tune your presentations. Learn how to set up and travel with a presentation. If you are not sure whether others can utilise PowerPoint, but need to send them an effective presentation incorporating graphics, animation and sound- then the advanced course is just for you.

Course duration

This course is scheduled for one (1) day from 9:00 till 16:00.
The course duration is an estimate and could vary according to levels of experience of the group.

Course pre-requisites

The target student for this course should be comfortable using a personal computer and Microsoft Windows 7. Students also need to know the basics of using Microsoft PowerPoint 2016. Students will get the most out of this course if their goal is to become proficient in using PowerPoint's advanced features to create enhanced presentations.

This course assumes that students have completed the following courses or have equivalent experience:

- Windows 7: Basic, Windows Vista: Basic or Windows XP: Basic
- PowerPoint 2016 Level 1

Documentation

The following documentation is included with the course

- Microsoft PowerPoint 2016 Level 2 user guide
- Certificate of attendance

After attending you will be able to:

- Customize the Quick Access toolbar and the Ribbon; and redesign a presentation by creating a custom design theme.
- Modify images by cropping them and removing background elements; add and edit video and audio clips; apply animation effects; and create a photo album presentation

- Format SmartArt graphics by changing associate (component) objects; draw and format custom tables; and customize a chart by using the Chart Tools tabs.
- Add interactive elements to a slide by adding and editing action buttons; create customized slide shows by using the Custom Shows dialog box; and create a simple mathematical formula by using the Equation tool.
- Review presentations by using Comments; finish and share presentations by using commands accessed through the File tab; and explore the Broadcast Slide Show feature.
- Generate presentations from Word outlines; add content to slides by embedding hyperlinks to Word documents and Excel worksheets.

Who should attend?

This course is designed for people who already have knowledge of Microsoft® Office, Windows® 2000 (or above), and who desire to gain the skills necessary to create, edit, format, and print basic Microsoft Office Power Point 2016 presentations.

Topics covered

Introduction

- Starting a new Presentation
- Using the AutoContent Wizard
- Selecting a Slide Layout
- Running a Slide Show

Working with Tables

- Creating a Table
- Changing Case
- Inserting or deleting rows or columns
- Changing column widths and row heights
- Merging and Splitting cells
- Formatting text in a table

Working with Charts

- What is a Chart
- Chart Terminology
- Creating Charts
- Entering Chart Data
- Editing the Chart Data
- Resizing or Moving the Chart
- Selecting a Chart for Formatting
- Changing the Chart Type
- Changing the Chart Options
- Adding a Data Table to a Chart
- Formatting Chart Objects

Microsoft Office

- Creating an embedded Excel chart
- Importing Excel data for a PowerPoint chart
- Linking slide data to an Excel spreadsheet
- Using a Word outline to create a presentation

Working with Organisational Charts

- What is an Organisation Chart
- Creating Organisation Charts
- Entering Organisation Chart Data
- Adding and Deleting Boxes
- Selecting Boxes for Formatting
- Changing the Box Format
- Changing the Organisation Chart Layout
- Resizing or Moving Organisation Charts

Working with drawings

- Creating Drawing Objects
- Moving and Resizing Objects
- Changing Snap to Grid options
- Aligning or Distributing Objects
- Formatting Objects
- Copying formatting from one object to another
- Adding Text to an Object
- Grouping and Ungrouping Objects
- Moving Objects
- Copying Images
- Using the Clipboard
- Deleting objects
- Changing the Stacking Order of Objects
- Changing an AutoShape
- Adding Connector Lines
- Rotating and Flipping objects

Working with images

- Inserting Pictures
- Formatting a Picture
- Inserting Video and Sound

Master Slides

- Formatting Presentations
- Changing the Slide Master
- Formatting the Slide master
- Inserting Footers
- Applying Colour Schemes
- Applying or Changing Design Templates

Animation Effects and Transitions

- Working in the Slide Sorter View
- Applying Transition effects
- Applying Custom Animation
- Creating Hyperlinks
- Adding Action Buttons
- Setting Slide Timing

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Presenting a Slide Show

- Hiding slides
- Creating Custom Shows
- Presenting a Slide show
- Using Slide Show Tools
- Saving As a PowerPoint Show
- Packaging for CD

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B. Contact Details

1. Location for training

We have training facilities in Centurion or training can be done on-site on request.

Physical Address:
Centurion
1001 Clifton Avenue
Lyttelton Manor
Centurion

2. For bookings or more information

For bookings or more information please feel free to Marili van Niekerk us at 012 640 2600 or e-mail training@acctech.biz

For the latest event schedule visit our training page on www.acctech.biz