MICROSOFT POWERPOINT 2016 INTRODUCTION TRAINING

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Microsoft PowerPoint is a powerful presentation software developed by Microsoft. It is a standard component of the company’s Microsoft Office suite software and is bundled together with Word, Excel and other office productivity tools. The program uses slides to convey information rich in multimedia. The term slide refers to the old slide projector, which this software effectively replaces.

This hands-on training workshop is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra, Parramatta and Perth and also via instructor-led online training.

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Lesson 1: Getting Started with PowerPoint

- What is PowerPoint?
- The Default PowerPoint Presentation
- Using Tell Me

Lesson 2: Developing a PowerPoint Presentation

- Templates
- Insert a Slide Layout
- Slide Layout
- Text Boxes
- Presentation Views

Lesson 3: Performing Advanced Text Editing

- Character Formats
- Bulleted Lists
- Text Box Formatting Options

Lesson 4: Adding Graphical Elements to Your Presentation

- Local Pictures
- Insert Shapes
- Insert WordArt
Lesson 5: Modifying Objects in Your Presentation

- Object Selection Methods
- The Format Picture Task Pane
- The Grouping Feature
- Alignment Commands
- Built-In Animation Effects

Lesson 6: Adding Tables to Your Presentation

- Tables
- The Table Tools Contextual Tabs

Lesson 7: Adding Charts to Your Presentation Charts

- Insert a Chart and Add Data
- The Chart Tools Contextual Tabs
- Select and Format Chart Elements
- Create a Chart with Microsoft Excel Data

Lesson 8: Preparing to Deliver Your Presentation

- AutoCorrect Feature Options
- Transitions
- The Print Command
- Presentation Options

WEB LINKS

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