

Course 55176A:

# Introduction to Microsoft PowerPoint 2016

 [Course details](#)

## Course Outline

### Module 1: Creating a PowerPoint Presentation

This module explains how get started using Microsoft PowerPoint.

#### Lessons

- Starting Microsoft PowerPoint
- Normal View
- Creating a Presentation
- Saving a Document
- Importing a File
- The Status Bar
- Closing a Presentation
- Exercise: Creating a Microsoft PowerPoint Presentation

After completing this module, students will be able to:

- Start Microsoft PowerPoint

- Use Normal view.
- Create a PowerPoint presentation.
- Save a PowerPoint presentation.
- Import a file into PowerPoint.
- Use the Status Bar.
- Close a PowerPoint presentation.

## **Module 2: The Ribbon**

This module explains how to work with the Ribbon in Microsoft PowerPoint.

### **Lessons**

- The Ribbon
- Tabs
- Groups
- Commands
- Exercise: Exploring the Ribbon

After completing this module, students will be able to:

- Understand Tabs, Groups, and Commands.
- Understand which groups and commands are found on which tabs.

## **Module 3: The Quick Access Toolbar**

This module explains how to work with the Quick Access toolbar in Microsoft PowerPoint.

### **Lessons**

- Adding Common Commands
- Adding More Commands with the Customize Dialog Box

- Adding Ribbon Commands or Groups
- Placement
- Exercise: Customize the Quick Access Toolbar

After completing this module, students will be able to:

- Add common commands to the Quick Access Toolbar
- Add additional commands to the Quick Access Toolbar
- Move the Quick Access Toolbar

#### **Module 4: The Backstage View (The File Menu)**

This module explains how to work with the Backstage View in Microsoft PowerPoint.

##### **Lessons**

- Introduction to the Backstage View
- Opening a Presentation
- Exercise: Opening a Presentation
- New Presentation and Presentation Templates
- Exercise: Creating an Agenda Using a Template
- Presentation Properties
- Adding Your Name to a Microsoft PowerPoint

After completing this module, students will be able to:

- Open a Microsoft PowerPoint presentation.
- Start a new Microsoft PowerPoint presentation.
- Use Microsoft PowerPoint templates.
- Modify presentation properties.

- Personalize your copy of Microsoft PowerPoint.

## **Module 5: Formatting Microsoft PowerPoint Presentations**

This module explains how work with formatting features in Microsoft PowerPoint presentations.

### **Lessons**

- Selecting a Slide Layout
- Adding text
- Adding Text from a Text File or Word Outline
- Editing Text
- Formatting Text
- Formatting Text as WordArt
- Creating Bulleted and Numbered Lists
- Formatting Text Placeholders
- Adding Slides to a Presentation
- Arranging Slides
- Exercise: Formatting Text

After completing this module, students will be able to:

- Select a slide layout.
- Add text to a slide.
- Import content from a text file outline.
- Edit text.
- Format text.
- Format text placeholders

- Apply styles to slides.
- Add slides to a presentation.
- Delete slides from a presentation.
- Arrange slides.

## **Module 6: Working with Images**

This module explains how to work with images in Microsoft PowerPoint.

### **Lessons**

- Adding Images to a Slide
- Inserting a Picture
- Inserting Clip Art
- Capturing and Inserting a Snapshot
- Editing an Image
- Formatting Images
- Applying a Style and Cropping an Image
- Grouping and Ungrouping Images
- Arranging Images
- Adding Shapes
- Exercise: Working with Images and Shapes

After completing this module, students will be able to:

- Add images to a presentation.
- Insert a picture.
- Insert clip art.

- Insert a screenshot.
- Edit an image.
- Rotate and resize an image.
- Group and ungroup images.
- Arrange images.
- Add shapes.

## **Module 7: Working with Tables and Charts**

This module explains how to work with tables and charts in Microsoft PowerPoint.

### **Lessons**

- Inserting a Table
- Formatting Tables
- Importing Tables from External Sources
- Exercise: Working with a Table
- Inserting a Chart
- Formatting a Chart
- Importing Charts from External Sources
- Exercise: Working with Charts

After completing this module, students will be able to:

- Insert a table in a slide.
- Format a table.
- Copy a table from other Microsoft Office applications in PowerPoint.
- Insert a chart in a slide.

- Format a chart.
  - Copy a chart from other Microsoft Office applications into PowerPoint.
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