

Microsoft® Office

PowerPoint 2016/365

Level 1 Course Outline

Lesson 1: Introducing Microsoft PowerPoint

- Looking at The Screen
- Working with The Ribbon
- What Is the Quick Access Toolbar?

Lesson 2: Presentation Use

- Inserting Slides
- Deleting and Duplicating Slides
- Hiding Slides
- Navigating Presentations Using Views
- Rearranging Slides
- Working with Your Screen Zoom
- Saving a Presentation
- Opening Existing Presentations
- Closing a Presentation

Lesson 3: Working with Content & Placeholders

- Types of Placeholders
- Working with Text Placeholders
- Formatting Text
- Formatting Placeholders
- Working with Content Placeholders
- Inserting Images
- Manipulating Images
- Inserting and Formatting Shapes
- Using Handles on Placeholders and Graphics
- Aligning & Grouping Shapes & Graphics
- Alignment
- Stacking Objects
- Grouping
- Displaying Gridlines
- Inserting Footers on Slides
- Inserting Headers and Footers on
Notes and Handouts

Lesson 4: Designing A Presentation

- Adding a Theme
- Customizing a Theme
- Format Background Options

Lesson 5: Basic Transitions and Animations

- Transitions
- Apply a Transition
- Transition Effect Options
- Previewing Transitions
- Modify the Duration
- Adding Sound to a Transition
- Removing a Transition
- Advancing Slides
- Animations
- The Four Types of Animations
- To Apply an Animation to an Object
- Effect Options
- Changing an Animation's Start Option
- Preview Animations
- Add Multiple Animations to an Object
- The Animation Pane
- Preview Effects from the Animation Pane
- Reordering the Animations

Lesson 6: Viewing, Showing & Printing Your Presentation

- Changing the Set Up Slide Show Options
- Viewing the Presentation
- Changing to View in Colour/Grayscale
- Printing Your Presentation
- Print Settings
- Creating A PowerPoint Show