PROFESSIONAL DEVELOPMENT TRAINING

Microsoft PowerPoint 2016 Introduction Training

3158 3955

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1.0 DAY COURSE

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 Singapore and also via instructor-led online training.

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What You'll Gain:

This Introduction to PowerPoint 2016 training course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft Office PowerPoint 2016. Students will explore the PowerPoint environment and create a presentation. Students will format text on slides to enhance clarity and add graphical objects to a presentation and modify them. Students will also add tables and charts to a presentation to present data in a structured form and then finalize a presentation.

Outcomes

This course is intended for students who have little or no familiarity with Microsoft PowerPoint 2016 or more experienced Word users who want to learn the topics covered in this course in the 2016 interface.

After completing this course, students will be able to:

- Understand the features of MS Powerpoint
- Develop a PowerPoint Presentation
- Perform Advanced Text Editing
- Add Graphical Elements to Your Presentation
- Modify Objects in Your Presentation
- Add Tables to Your Presentation
- Add Charts to Your Presentation

- Prepare to Deliver Your Presentation

Modules

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

Talk to our expert team

Phone: 3158 3955

Email: enquiries@pdtraining.com.sg