

Ref : EB50-410

# PowerPoint 2016

From essential to advanced skills

## Aim

Discover PowerPoint and master all its features. From the essential to the advanced commands, this training programme will make it possible for you to progress in all aspects of the application (entering and processing text, managing slides, adding pictures and graphic objects, using masters, animations, running and sharing a slideshow...).

### Target audience

Any user who wishes to discover or revise PowerPoint's basic features and address its more advanced features.

### Level required

No prior knowledge of PowerPoint is necessary. However, some use of the software may make it possible to progress faster.

### Estimated time to complete the essential modules

14h 30mn

## Course content

### ► The essential modules

#### PowerPoint 2016 – Level 1: Essential skills



MEDIAplus  
eLearning

This module offers interactive training consisting of 33 training videos, 33 exercises and 5 additional resources.

#### Discover PowerPoint

- You need to know: About your presentation program
- Opening a presentation
- Overview of the working environment
- Views
- Zoom
- Moving between slides
- Using PowerPoint's help

#### Create your first slides

- Creating slides
- You need to know: Selecting, copying, moving
- Selecting and deleting slides
- You need to know: Saving files
- Saving a presentation
- You need to know: Text made easy
- Inputting text
- Undoing and redoing an action
- Copying and moving slides
- Selecting and editing text
- Notes page
- Spell checking
- Synonyms and translation
- Finding and replacing text

**Screen a slide show, or print it**

- Playing the slide show
- Page layout and orientation
- Print preview and printing
- Creating a new presentation
- Themes and layouts

**Improve the text's appearance**

- You need to know: Formatting characters
- Character format
- Character font
- Character case
- Character size and spacing
- Paragraph alignment and columns
- Bulleted and numbered paragraphs
- Paragraph and line spacing
- Rulers
- Paragraph indents
- Managing tab stops
- Copying formats

PowerPoint 2016 – Level 2: Intermediate skills



MEDIAplus  
eLearning

This module offers interactive training consisting of 44 training videos, 44 exercises and 1 additional resource.

**Turn a speech into a slide show**

- Slide creation and text input in Outline view
- Managing the outline
- Moving text in an outline
- Creating a presentation from a Word document

**Add illustrations**

- Selecting and deleting objects
- Moving objects
- Grid and guides
- Drawing shapes
- Copying and duplicating objects
- Resizing objects
- Modifying objects
- Formatting objects
- Formatting lines
- Applying effects to objects
- Copying an object's format
- Rotating objects
- Aligning and distributing objects
- Changing the objects' stacking order
- Grouping or ungrouping objects

**Add and manage areas for text and images**

- Creating a text box or WordArt object
- Formatting a text object
- Text effects
- Inserting and saving a picture
- Formatting pictures
- Managing pictures



**Make the most of tables and diagrams**

- Creating and inserting a table
- Table styles
- Editing and formatting a table
- Managing a table's rows and columns
- Managing a table's cells
- Inserting a diagram
- Managing a diagram
- Formatting a diagram

**Do more with slides**

- Creating a hyperlink
- Slide background
- You need to know: Headers and footers
- Headers and footers
- Customising a theme

**Master the masters**

- The slide master
- Managing layouts
- Managing placeholders
- Formatting slide masters
- Using slide masters
- The Notes Master
- The Handout Master

PowerPoint 2016 – Level 3: Advanced skills



MEDIAplus  
eLearning

This module offers interactive training consisting of 32 training videos, 32 exercises and 9 additional resources.

**Enhance your presentations with graphic objects**

- You need to know: Charts
- Inserting a chart
- Selecting and deleting chart items
- Chart data
- Chart items layout
- Formatting a chart
- Managing chart templates
- Inserting an object from another application

**Add some action**

- Inserting slides from another presentation
- Sections
- Inserting audio/video clips
- Managing audio/video clips
- Associating an action with an object
- Animating objects
- Customising animation effects
- Animating text
- Running animations automatically
- Transition effects

**Presenting successfully**

- Auto-scrolling slides
- Custom slide shows
- Choosing the slides for the slide show
- Setting up the slide show and the written comments



**Share and protect your presentations**

- Creating a Package on a CD or in a folder
- You need to know: Sharing a presentation
- You need to know: Import, export and interoperability with PowerPoint
- Exporting to common formats
- Converting a PowerPoint presentation
- Presentation properties
- Comments
- Comparing presentations
- Protecting a presentation with a password
- Finalising a presentation

**Find out more...**

- You need to know: Styles and templates
- Creating and using a presentation template
- Creating a photo album
- Digital signatures
- You need to know: Versions and recovery of files
- You need to know: Customising the ribbon
- You need to know: The SharePoint site
- You need to know: Office Online and Office 365
- You need to know: Best practice with a presentation program

► **Complementary material**

PowerPoint 2016 – Reference book



Online book

This module includes digital course material.