

Ref : EB50-420

PowerPoint 2016

Migration and new features

Aim

Discover the new interface and make the most of PowerPoint 2016's new features.

Target audience

Every person needing to use PowerPoint 2016 who has already worked with a previous version.

Level required

Regular use of a previous version of PowerPoint.

Estimated time to complete the essential modules

10h 10min

Course content

► The essential modules

Microsoft Office 2016: New Features



Video

This module includes a video made up of 14 sequences.

- **What's new in Excel 2016**
 - Creating a hierarchical chart
 - Creating a waterfall chart
 - Creating a Histogram statistic chart
 - Creating a Pareto statistic chart
 - Creating a Box and Whisker statistic chart
 - Using the new pivot table features
 - Using a selection of multiple slicers for filtering
 - Creating a 3D map
- **What's new in PowerPoint 2016**
 - Recording on-screen action
- **What's new in Outlook 2016**
 - New ways of working with attachments
- **New 2016 Features common to Word, Excel and PowerPoint**
 - Using Tell me help
 - Inserting a handwritten equation
 - New techniques for opening and saving files
 - Using Smart Lookup

PowerPoint 2016 - Changing versions whilst keeping your previous habits



MEDIAplus
eLearning

This module offers interactive training consisting of 76 training videos, 76 exercises and 5 additional resources.

New in 2016 - 01 - Overview

- You need to know: About your presentation program
- Opening a presentation
- Overview of the working environment
- Views
- Zoom
- Saving a presentation
- Notes page
- Spell checking
- Synonyms and translation
- Playing the slide show
- Page layout and orientation
- Print preview and printing
- Creating a new presentation
- Using PowerPoint's help

New in 2016 - 02 - Creating and managing slides

- Creating slides
- Themes and layouts
- Slide creation and text input in Outline view
- Inserting slides from another presentation
- Sections

New in 2016 - 03 - Drawing objects

- Moving objects
- Grid and guides
- Drawing shapes
- Resizing objects
- Modifying objects
- Formatting objects
- Formatting lines
- Applying effects to objects
- Creating a text box or WordArt object
- Formatting a text object
- Text effects
- Copying an object's format
- Rotating objects

New in 2016 - 04 - Pictures

- Inserting and saving a picture
- Formatting pictures
- Managing pictures

New in 2016 - 05 - Charts – Tables - SmartArt - Videos

- 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
- Creating and inserting a table
- Table styles
- Editing and formatting a table
- Inserting a diagram

- Managing a diagram
- Formatting a diagram
- Inserting audio/video clips
- Managing audio/video clips

New in 2016 - 06 - Masters - Headers and footers

- Slide background
- Headers and footers
- Customising a theme
- The slide master
- Managing layouts
- Managing placeholders
- Formatting slide masters
- Using slide masters
- The Notes Master

New in 2016 - 07 - Animations - Transitions

- Associating an action with an object
- Animating objects
- Customising animation effects
- Animating text
- Running animations automatically
- Transition effects
- Auto-scrolling slides
- Custom slide shows
- Setting up the slide show and the written comments

New in 2016 - 08 - Other

- Creating and using a presentation template
- Creating a Package on a CD or in a folder
- You need to know: Sharing a presentation
- Exporting to common formats
- Converting a PowerPoint presentation
- Presentation properties
- Comments
- Comparing presentations
- Protecting a presentation with a password
- Finalising a presentation
- You need to know: Versions and recovery of files
- You need to know: Customising the ribbon
- You need to know: Office Online and Office 365

► Complementary material

PowerPoint 2016 – Reference book



Online book

This module includes digital course material.