

Ref : EB50-430

# PowerPoint 2016

## Getting started

### Aim

*This course aims to give you the basics to create your first PowerPoint slide show: discover the working environment, create the first slides, input and format texts, add various pictures and shapes, launch your first slide show and print slides.*


*After pursuing this course, you will be able to easily and quickly create a basic slide show.*

Target audience	Level required	Estimated time to complete the essential modules
Any user who wants to discover or further their knowledge of PowerPoint's basics.	No prior knowledge of PowerPoint is necessary.	3h 30mn (the video sequences last 5 minutes, on average)

## Course content

### ► The essential modules

#### PowerPoint 2016 – Slide show creation basics

 MEDIAplus eLearning	This module offers interactive training consisting of 42 training videos, 42 exercises and 7 additional resources.
	<p><b>Discover PowerPoint</b></p> <ul style="list-style-type: none"> <li>• You need to know: About your presentation program</li> <li>• Overview of the working environment</li> <li>• Views</li> <li>• Zoom</li> <li>• Moving between slides</li> <li>• Using PowerPoint's help</li> </ul>
	<p><b>Create your first slides</b></p> <ul style="list-style-type: none"> <li>• Creating slides</li> <li>• You need to know: Selecting, copying, moving</li> <li>• Selecting and deleting slides</li> <li>• You need to know: Text made easy</li> <li>• Inputting text</li> <li>• Undoing and redoing an action</li> <li>• Copying and moving slides</li> <li>• Selecting and editing text</li> <li>• Spell checking</li> <li>• Themes and layouts</li> <li>• Slide creation and text input in Outline view</li> <li>• Managing the outline</li> <li>• Moving text in an outline</li> </ul>

**Format text**

- 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

**Add shapes and pictures**

- Drawing shapes
- Creating a text box or WordArt object
- Formatting a text object
- Inserting and saving a picture
- Formatting pictures
- Managing pictures

**Launch your first slide show**

- Playing the slide show
- Transition effects
- Auto-scrolling slides

**Manage and print the presentation**

- You need to know: Saving files
- Saving a presentation
- Creating a new presentation
- Opening a presentation
- Page layout and orientation
- Print preview and printing
- You need to know: Headers and footers
- Headers and footers
- You need to know: Best practice with a presentation program

► **Complementary material**

PowerPoint 2016 – Reference book



Online book

This module includes digital course material.