Ref : EB50-405

PowerPoint 2016

Mastering the essentials

Aim

Discover PowerPoint, learn to enter text, format slides, illustrate them with pictures and drawings. Print, animate and display your slideshow.

Target audience	Level required	Estimated time to complete the essential modules
Any beginners or users with basic knowledge who wish to master PowerPoint's essential commands.	No knowledge of PowerPoint is necessary. The user just needs to be acquainted with using the keyboard and mouse.	09h 40min

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

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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

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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

▸ Complementary material

PowerPoint 2016 – Reference book

📖 Online book	This module includes digital course material.

PowerPoint 2016 – Level 3: Advanced skills

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

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