Ref : EB50-432

PowerPoint 2016

Graphical elements

Aim

This course aims to show you how to brighten up your presentations using graphical elements such as pictures, shapes, charts and SmartArt diagrams.
After pursuing this course, you will be able to add pertinent and professional items to your presentation in order to illustrate its contents.

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.	2h 30mn (the video sequences last 5 minutes, on average)

Course content

▸ The essential modules

PowerPoint 2016 – Graphical elements and pictures

MEDIAplus eLearning	This module offers interactive training consisting of 22 training videos and 22 exercises.

Insert graphical elements
- 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
- Creating a text box or WordArt object
- Formatting a text object
- Text effects
- Copying an object's format
- Grouping or ungrouping objects
- Rotating objects
- Aligning and distributing objects
- Changing the object's stacking order
- Inserting an object from another application

Insert pictures
- Formatting lines
- Formatting pictures
- Managing pictures

PowerPoint 2016 – Charts and diagrams

MEDIAplus eLearning	This module offers interactive training consisting of 9 training videos, 9 exercises and 1 additional resource.

Insert charts
- You need to know: Charts
- Inserting a chart
- Selecting and deleting chart items
- Chart data
- Chart items and layout
- Formatting a chart
- Managing chart templates

Insert SmartArt diagrams
- Inserting a diagram
- Managing a diagram
- Formatting a diagram

‣ **Complementary material**

PowerPoint 2016 – Slide show creation basics

MEDIAplus eLearning	This module offers interactive training consisting of 42 training videos, 42 exercises and 7 additional resources.

PowerPoint 2016 – Reference book

Online book	This module includes digital course material.