

## **PowerPoint 2016**

### **Module 1: Creating a PowerPoint Presentation**

This module explains how get started using Microsoft PowerPoint.

#### **Lessons**

- Starting Microsoft PowerPoint
- Normal View
- Creating a Presentation
- Saving a Document
- Importing a File
- The Status Bar
- Closing a Presentation
- Exercise: Creating a Microsoft PowerPoint Presentation

#### **Lab 1: None**

- None

After completing this module, students will be able to:

- Start Microsoft PowerPoint
- Use Normal view.
- Create a PowerPoint presentation.
- Save a PowerPoint presentation.
- Import a file into PowerPoint.
- Use the Status Bar.
- Close a PowerPoint presentation.

### **Module 2: The Ribbon**

This module explains how to work with the Ribbon in Microsoft PowerPoint.

#### **Lessons**

- The Ribbon
- Tabs
- Groups
- Commands
- Exercise: Exploring the Ribbon

**Lab 1: None**

- None

After completing this module, students will be able to:

- Understand Tabs, Groups, and Commands.
- Understand which groups and commands are found on which tabs.

**Module 3: The Quick Access Toolbar**

This module explains how to work with the Quick Access toolbar in Microsoft PowerPoint.

**Lessons**

- Adding Common Commands
- Adding More Commands with the Customize Dialog Box
- Adding Ribbon Commands or Groups
- Placement
- Exercise: Customize the Quick Access Toolbar

**Lab 1: None**

- None

After completing this module, students will be able to:

- Add common commands to the Quick Access Toolbar
- Add additional commands to the Quick Access Toolbar
- Move the Quick Access Toolbar

**Module 4: The Backstage View (The File Menu)**

This module explains how to work with the Backstage View in Microsoft PowerPoint.

**Lessons**

- Introduction to the Backstage View
- Opening a Presentation
- Exercise: Opening a Presentation
- New Presentation and Presentation Templates
- Exercise: Creating an Agenda Using a Template
- Presentation Properties
- Adding Your Name to a Microsoft PowerPoint

**Lab 1: None**

- None

After completing this module, students will be able to:

- Open a Microsoft PowerPoint presentation.
- Start a new Microsoft PowerPoint presentation.
- Use Microsoft PowerPoint templates.
- Modify presentation properties.
- Personalize your copy of Microsoft PowerPoint.

### **Module 5: Formatting Microsoft PowerPoint Presentations**

This module explains how work with formatting features in Microsoft PowerPoint presentations.

#### **Lessons**

- Selecting a Slide Layout
- Adding text
- Adding Text from a Text File or Word Outline
- Editing Text
- Formatting Text
- Formatting Text as WordArt
- Creating Bulleted and Numbered Lists
- Formatting Text Placeholders
- Adding Slides to a Presentation
- Arranging Slides
- Exercise: Formatting Text

#### **Lab 1: None**

- None

After completing this module, students will be able to:

- Select a slide layout.
- Add text to a slide.
- Import content from a text file outline.
- Edit text.
- Format text.
- Format text placeholders
- Apply styles to slides.
- Add slides to a presentation.

- Delete slides from a presentation.
- Arrange slides.

### **Module 6: Working with Images**

This module explains how to work with images in Microsoft PowerPoint.

#### **Lessons**

- Adding Images to a Slide
- Inserting a Picture
- Inserting Clip Art
- Capturing and Inserting a Snapshot
- Editing an Image
- Formatting Images
- Applying a Style and Cropping an Image
- Grouping and Ungrouping Images
- Arranging Images
- Adding Shapes
- Exercise: Working with Images and Shapes

#### **Lab 1: None**

- None

After completing this module, students will be able to:

- Add images to a presentation.
- Insert a picture.
- Insert clip art.
- Insert a screenshot.
- Edit an image.
- Rotate and resize an image.
- Group and ungroup images.
- Arrange images.
- Add shapes.

### **Module 7: Working with Tables and Charts**

This module explains how to work with tables and charts in Microsoft PowerPoint.

## **Lessons**

- Inserting a Table
- Formatting Tables
- Importing Tables from External Sources
- Exercise: Working with a Table
- Inserting a Chart
- Formatting a Chart
- Importing Charts from External Sources
- Exercise: Working with Charts

## **Module 8: Customizing Presentations**

This module explains how to customize your presentations by adding backgrounds, themes, and other elements to help them stand out and to deliver the right message to your audience.

### **Lessons**

- Applying a Theme
- Applying a Background Style
- Adding a Footer
- Arranging and Printing Sections
- Exercise: Adding a Background Image
- Exercise: Customizing Your Presentation

### **Lab 1: None**

- None

After completing this module, students will be able to:

- Apply a theme.
- Apply a background style.
- Add a footer.
- Add a background image.
- Save a custom theme.
- Arrange and print sections of a presentation.

## **Module 9: Presentation Masters**

This module explains how to work with presentation masters in Microsoft PowerPoint 2016.

## **Lessons**

- Working with the Slide Master
- Slide Layouts
- Formatting Slide Masters and Layouts
- Adding a Watermark to Your Presentation
- Adding Slide Numbers Using the Slide Master
- Inserting a New Slide Master
- Preserving a Slide Master
- Modifying the Notes Master
- Modifying the Handout Master
- Adding a Header and Footer to Notes and Handouts
- Exercise: Using the Slide Master

## **Lab 1: None**

- None

After completing this module, students will be able to:

- Work with the slide master.
- Work with layouts.
- Format slide masters and slide layouts.
- Add a watermark.
- Add slide numbers.
- Insert a new slide master.
- Preserve a slide master.
- Modify the slide master.
- Modify the handout master.
- Add a header and footer to notes and handouts.

## **Module 10: Working with Special Effects**

This module explains how to work with special effects in Microsoft PowerPoint 2016.

## **Lessons**

- Animating Text and Objects
- Working with the Animation Painter
- Setting Animation Timing

- Animating a Chart
- Exercise: Applying Special Effects to a Presentation

**Lab 1: None**

- None

After completing this module, students will be able to:

- Animate text and objects.
- Work with the Animation Painter.
- Set animation timing.
- Animate a chart.

**Module 11: Using SmartArt**

This module explains how to work with SmartArt in Microsoft PowerPoint 2016.

**Lessons**

- Inserting SmartArt Graphics
- Modifying Smart Art Graphics
- Resizing/Repositioning a SmartArt Object
- Inserting Text into a SmartArt Object
- Formatting Text in a SmartArt Object
- Adding Shapes to a SmartArt Object
- Ungrouping SmartArt Objects
- Exercise: Working with SmartArt

**Lab 1: None**

- None

After completing this module, students will be able to:

- Insert SmartArt graphics into your presentations.
- Modify SmartArt graphics.
- Resize and reposition SmartArt graphics.
- Add text to a SmartArt object.
- Format text within a SmartArt object.
- Add shapes to a SmartArt graphic.
- Ungroup SmartArt objects.

## **Module 12: Multimedia**

This module explains how to work with multimedia features in Microsoft PowerPoint 2016.

### **Lessons**

- Creating a Photo Album
- Adding Captions
- Applying a Theme to Your Album
- Customizing an Album
- Exercise: Creating and Modifying a Photo Album
- Inserting Sounds and Video
- Editing Media Clips
- Exercise: Adding Video to a Presentation

### **Lab 1: None**

- None

After completing this module, students will be able to:

- Create a photo album.
- Add captions to photos in an album.
- Apply a theme to an album.
- Customize the photo album layout
- Insert sound and video in a presentation.
- Edit media clips in PowerPoint.
- Change Multimedia settings.

## **Module 13: Setting Up the Slide Show**

This module explains how to work with slide shows in Microsoft PowerPoint 2016.

### **Lessons**

- Setting Up a Custom Show
- Creating a Hyperlink
- Adding an Action Button
- Jumping to Another Presentation
- Exercise: Presenting a Custom Show
- Using Rehearse Timings
- Navigating within a Slide Show



- Annotating a Presentation
- Creating a Presenter-Independent Slide Show
- Setting Up a Slide Show to Repeat Automatically
- Exercise: Preparing the Slide Show

**Lab 1: None**

- None

After completing this module, students will be able to:

- Set up a custom slide show.
- Create a hyperlink.
- Add an action button.
- Jump to another presentation.
- Rehearse the timing of your presentation.
- Navigate within a slide show.
- Annotate a presentation.
- Create a presenter-independent slide show.
- Set up a slide show to repeat automatically.

**Module 14: Outlines and Slides**

This module explains how to work with outlines and slides in Microsoft PowerPoint 2016.

**Lessons**

- Exporting Notes and Handouts to Word
- Exporting an Outline to Word
- Saving a Presentation as an Outline
- Exercise: Exporting an Outline to Word

**Lab 1: None**

- None

After completing this module, students will be able to:

- Export notes and handouts to Word documents.
- Export an outline to a Word document.
- Save your presentation as an outline.
- Save a slide in your presentation as a graphic.

## **Module 15: Managing Multiple Presentations**

This module explains how manage multiple presentations in Microsoft PowerPoint 2016.

### **Lessons**

- Merging Multiple Presentations
- Reusing Slides from Other Presentations
- Viewing Multiple Presentations
- Tracking Changes in PowerPoint
- Exercise: Reviewing Changes in PowerPoint

### **Lab 1: None**

- None

After completing this module, students will be able to:

- Merge multiple presentations.
- Reuse slides from other presentations.
- View multiple presentations.
- Track and manage changes in PowerPoint.

## **Module 16: Sharing and Securing a Presentation**

This module explains how to share and secure a presentation.

### **Lessons**

- Sharing a Presentation with a Remote Audience
- Embedding the Fonts in a Presentation
- Inspecting the Presentation
- Packaging a Presentation for CD
- Using the Power Point Viewer
- Exercise: Sharing a Presentation
- Encrypting a Presentation
- Adding a Digital Signature
- Marking a Presentation as Final
- Granting Permissions
- Compressing Pictures
- Sending a Presentation in PDF format
- Exercise: Securing a Presentation

**Lab 1: None**

- None

After completing this module, students will be able to:

- Share your presentation with a remote audience.
- Embed fonts in a presentation.
- Inspect the presentation.
- Package your presentation for a CD.
- About PowerPoint Viewer.
- Save your presentation for web viewing.
- Encrypt your presentation.
- Add a digital signature to your presentation.
- Grant permissions.
- Compress the pictures in your file.
- Send your presentation in PDF format.

**Module 17: Features New since PowerPoint 2013**

This module explains how to use PowerPoint comments, motion paths, and the eye dropper.

**Lessons**

- Using Comments
- Exercise: Using the Comments Feature
- Motion Path Changes
- Creating Custom Color with the Eyedropper

**Lab 1: None**

- None

After completing this module, students will be able to:

- Use PowerPoint comments.
- Use Motion Paths.
- Use the Eyedropper.

**Module 18: New Features in PowerPoint 2016**

This module explains how to use the Merge Shapes and Ink Equation features.

**Lessons**

- Merge Shapes

- Exercise: Merging Shapes
- Ink Equation

**Lab 1: None**

- None

After completing this module, students will be able to:

- Use the Merge Shapes feature
- Use the Ink Equation feature

**Module 19: Cloud**

This module explains how to use the cloud in PowerPoint.

**Lessons**

- Using the Cloud
- Exercise: Using the Cloud