# Microsoft Office PowerPoint 2016*

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FOUNDATION MODULES

1. GETTING STARTED

- What Microsoft Office PowerPoint 2016 is
- New features in PowerPoint 2016
- The PowerPoint 2016 interface
- Open and close PowerPoint 2016
- Interact with PowerPoint
- Use the Slides and Outline pane
- Create a presentation
- Add, edit, rearrange, duplicate, and delete slides
- Use placeholders to add content to slides
- Navigate through a presentation
- Choose a layout for a slide
- Reset the layout of a slide
- Create, rename, use, move, and delete sections
- Open, save, and close files
- Use the Recent List
- Switch between open files
- Use Office.com features
- Get help in PowerPoint through the Help screen and in a dialog box
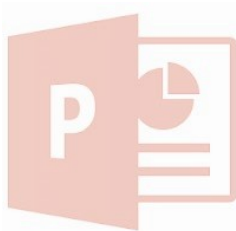
2. UNDERSTANDING AND CUSTOMISING THE POWERPOINT INTERFACE

- Use the File menu (Backstage view)
- Use the status bar
- Use the mini toolbar
- Use dialog boxes
- Use right-click menus
- Work more efficiently with keyboard shortcuts
- Use and customize the Quick Access toolbar
- Identify the parts of the ribbon interface
- Minimize and maximize the ribbon
- Add, remove, arrange, and customize tabs, groups, and commands
- Reset PowerPoint interface customizations

3. TAB OVERVIEW, ESSENTIALS

- The groups in the Home tab: Clipboard, Slides, Font, Paragraph, Drawing, and Editing
- The groups in the Insert tab: Tables, Images, Illustrations, Links, Text, Symbols, and Media
- The groups in the View tab: Presentation Views, Master Views, Show, Zoom, Colour/Grayscale, Window, and Macros
- The groups in the Design tab: Page Setup, Themes, and Background
- The groups in the Transitions tab: Preview, Transition Gallery, and Timing

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4. TAB OVERVIEW, ADVANCED

- The groups in the Animations tab: Preview, Animation Gallery, Advanced Animation, and Timing
- The groups in the Slide Show tab: Start Slide Show, Set Up, and Monitors
- The groups in the Review tab: Proofing, Language, Comments, and Compare
- PowerPoint's contextual tabs, including Table, Picture, Drawing, SmartArt, Chart, Equation, Video, and Audio tools, and the Master tabs
- The Developer tab
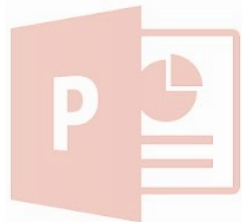
5. CREATING PRESENTATIONS

- Create a blank presentation
- Create a presentation from local or online templates, themes, and existing files
- View PowerPoint's sample files
- Access recently used templates
- Draw text boxes
- Add and edit text in text boxes
- Resize, move, delete, rotate, and format text boxes
- Use selection tools
- Cut, copy, and paste
- Use the Office Clipboard
- Drag and drop text
- Use Undo and Redo
- Use Find and Replace
- Apply effects to text
- Change text's case
- Change font face, size, and colour
- Change character spacing
- Remove formatting
- Change text direction and vertical alignment
- Align, justify, and indent text
- Create a bulleted or numbered list
- Format text into columns
- Use the Format Painter
- Use the Font, Paragraph, and Text Effects dialogs

6. PRINTING AND VIEWING YOUR PRESENTATION

- Use Normal view
- Use Slide Sorter view
- Use Notes Page view
- Use Reading view
- Use zoom
- Use Fit to Window
- Start a slide show
- Navigate through a slide show
- Switch to a blank screen
- Use highlighting and pen tools
- Check your spelling
- Change a presentation's theme
- Add and edit headers and footers
- Change slide orientation
- Use the Page Setup dialog
- Print your presentation
- Use Print Preview
- Set print options
- E-mail a presentation

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INTERMEDIATE MODULES

1. MANAGING POWERPOINT FILES

- Navigate with Windows Explorer
- Perform basic tasks with Windows Explorer
- Change views with Windows Explorer
- Use the Windows Explorer Navigation Pane
- Set automatic save options
- Recover presentations
- Publish a presentation to PDF or XPS
- Apply passwords to files
- Save files in older PowerPoint formats
- Open and convert older PowerPoint files
- Optimize media compatibility in a presentation
- Compress media in a presentation
- Mark a presentation as final
- Encrypt and digitally sign files
- Set file properties
- Check for sharing issues
- Run the Document Inspector
- Use the Accessibility Checker and the Compatibility Checker
- Work with versions
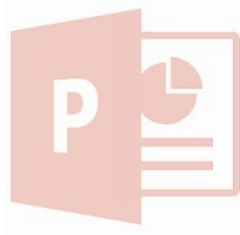
2. ADDING THE FINISHING TOUCHES

- Check spelling in a presentation
- Use the Research pane
- Use the Thesaurus
- Translate text
- Change your language
- Change the theme in use
- Apply theme colours, fonts, and effects individually
- Manage theme files
- Change the style of slide backgrounds
- Use the Format Background dialog
- Apply slide transitions individually and globally
- Customize transition effects and timing
- Preview transitions
- Apply, customize, preview, and re-order animations
- Use advanced animation effects
- Design custom motion paths
- Define custom triggers
- Use the Animation Pane and the Animation Painter

3. ADDING ART TO YOUR PRESENTATION

- Use the Drawing Tools – Format tab and the Picture Tools – Format tab
- Add a shape
- Format a shape manually or with a style
- Resize, edit, move, delete, arrange, group, ungroup, regroup, align, distribute, rotate, and flip shapes
- Add text to shapes and format it manually or with a style
- Apply transforms to text
- Add WordArt to slides
- Use guidelines and grids to help you arrange shapes and objects
- Use the Format Shape and Format Text Effects dialogs
- Use the Selection Pane

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Intermediate Modules

4. Working with pictures

- Add pictures from a file or from Clip Art
- Take screenshots of your computer
- Add photo albums
- Use the Picture Tools – Format tab and mini toolbar
- Move, resize, delete, crop, rotate, and flip pictures
- Arrange, group, and ungroup pictures
- Align and distribute pictures
- Colour correct and recolour pictures
- Apply artistic effects and styles to photos
- Modify photo backgrounds
- Use the Format Picture dialog
- Compress, swap, and reset photos
- Export pictures out of PowerPoint
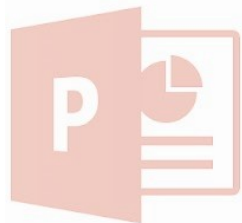
5. Adding diagrams, charts, and tables

- Identify the parts of a table
- Insert tables with the grid and dialog
- Draw tables manually
- Use the Table Tools and Chart Tools tabs
- Add an Excel spreadsheet to a presentation
- Select table data
- Resize and move tables
- Add, remove, and resize rows and columns
- Merge and split cells
- Format tables and table text with styles and by hand
- Add charts to your presentation
- Resize, move, and delete charts
- Edit chart data
- Change the chart style
- Add SmartArt and incorporate text and pictures
- Use the SmartArt Tools tabs
- Resize, move, and delete diagrams
- Change the layout and style of SmartArt
- Recolour SmartArt
- Convert SmartArt to text or shapes
- Reset SmartArt

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Advanced Modules

1. Adding multimedia to a presentation

- Insert a video file from your computer or the Clip Art gallery
- Recognize the tools on the Video Tools – Format and Playback tabs
- Crop video files
- Correct and recolor video files
- Apply a poster frame to the presentation
- Add a stylized border to the video file
- Control video file playback during your presentation
- Insert an audio file from your computer or the Clip Art gallery
- Recognize the tools on the Audio Tools - Format and Playback tabs
- Crop audio files
- Change the icon used to identify the audio file
- Control how the audio file plays during your presentation
- Record an audio file using PowerPoint
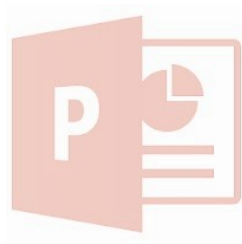
2. Setting up slide masters

- Create, save, use, and apply slide masters
- Switch to Slide Master view and use the Slide Master tab
- Create and customize slide layouts
- Apply a global theme or background to a slide master
- Choose a style for your slide master
- Use, insert, modify, move, and delete placeholders
- Edit and update master slides
- Clear a master from a presentation
- Create, save, and apply handout and notes masters

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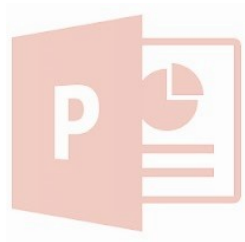*Multiple versions supported. Content of modules may differ for other versions

3. REVIEWING PRESENTATIONS

- Insert, edit, navigate, and delete comments
- Begin and end a review
- Review, accept, and reject changes
- Show and hide markup
- Use the reviewing pane
- Compare presentations

4. CREATING ADVANCED TYPES OF SHOWS

- Set monitor options
- Rehearse timings
- Use the Set Up Show dialog
- Choose show elements
- Record and play back a show
- Create, edit, present, and delete a custom show
- Hide individual slides
- Set narration options
- Record, edit, and play back narrations
- Broadcast slides
- Create a video from your slide show
- Create a show-only file
- Package your presentation for CD
- Download and install the PowerPoint Viewer

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