

Microsoft PowerPoint



This PowerPoint course will give you a detailed working knowledge of PowerPoint 2016. By the end of your course, you will have a thorough knowledge of how to get the best out of this versatile presentation programme.

IS THIS FOR YOU?

If you have the desire to be successful in the business world, a working knowledge of PowerPoint 2016 is a must. This PowerPoint course is suitable for those looking for a beginner level introduction to this up-to-date popular presentation software.

Many PAs, EAs, VAs, Office Managers utilise this software in their roles and obviously it's the perfect course for anyone who wants to create interesting and engaging presentations!

ABOUT THIS COURSE

This course will teach you how to create and manage presentations, insert and format shapes and slides, apply transitions, and how to use the new screen recording feature. This course will also help you study and prepare to take the Microsoft's PowerPoint 77-729 Certification exam. The benefits of doing this course include:

- **Gaining the skills and confidence required to successfully obtain your Microsoft Office PowerPoint 2016 certification**
- **Test prep questions that meet all PowerPoint 2016 exam objectives**
- **Being able to view your online courseware anytime, anywhere**

COURSE CONTENT

Session 1

- Section A:** Introduction to PowerPoint 2016
- Section B:** Create a Presentation
- Section C:** Insert and Format Slides
- Section D:** Modify Slides, Handouts, and Notes
- Section E:** Order and Group Slides
- Section F:** Change Presentation Options and Views
- Section G:** Configure a Presentation for Print
- Section H:** Configure and Present a Slide Show
- Section I:** Domain 1 Recap

Session 2

- Section A:** Insert and Format Text
- Section B:** Insert and Format Shapes and Text Boxes
- Section C:** Insert and Format Images
- Section D:** Order and Group Objects
- Section E:** Domain 2 Recap

Session 3

- Section A:** Insert and Format Tables
- Section B:** Insert and Format Charts
- Section C:** Insert and Format SmartArt Graphics
- Section D:** Insert and Manage Media
- Section E:** Domain 3 Recap

Session 4

- Section A:** Apply Transitions and Animations
- Section B:** Animate Slide Content
- Section C:** Set Timing for Transitions, Animations
- Section D:** Domain 4 Recap

Session 5

- Section A:** Manage Multiple Presentations
- Section B:** Finalize Presentations
- Section C:** Domain 5 Recap
- Section D:** Test-Taking Tips

AIMS AND OBJECTIVES

Our Microsoft PowerPoint 2016 course will guide you step-by-step through this popular presentation software to help you create engaging, attractive presentations.

PRE-REQUISITES

There are no pre-requisites required for this course.

CAREER PATH

PowerPoint has many uses across a variety of careers. With this skill on your CV you could help to progress your career to PA/EA level where you'll assist Directors with business presentations. If you're keen to work at Managerial level you may be required to present to the Board or other Managers from time to time so the ability to pull together a great presentation will be essential.

COURSE DURATION: AROUND 24 HOURS

(Actual course duration will vary from individual to individual, based on prior skills and application).



CPD POINTS: 24

(Awarded CPD points upon successful completion).

To find out more about this or any of our courses, speak to one of our course advisors.

The best way to predict the future **is to create it.**

To discuss your current skills and aspirations, or to book your course, call...

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