

# PowerPoint 2016 Essentials – Syllabus

## Lesson 1 – Creating & Managing Presentations

### 1.1 Introduction

- Lesson content;
- The course folders;
- The course player;
- What is a presentation?
- Screen resolution notes;
- PowerPoint Slides;
- Launching PowerPoint 2016;
- The PowerPoint GUI;
- Opening a presentation;
- Closing and exiting from PowerPoint;
- PowerPoint File Types;
- Powerpoint options;
- Getting help;
- The zoom tool;
- The Quick Access toolbar;
- The PowerPoint ribbon.

### 1.2 Creating presentations

- Introduction;
- Creating a new blank presentation;
- PowerPoint templates;
- Placeholders;
- Creating a presentation based on a template;
- Creating a presentation based on a Word outline;
- Inserting a Word outline into an existing presentation;
- Practice exercises.

### 1.3 Inserting and formatting slides

- Introduction;
- Adding slides
- Applying a slide layout;
- Hiding and un-hiding slides;
- Deleting slides;
- Slide backgrounds;
- The Format Background pane;
- Configure headers and footers on slides;
- Configure headers and footers on notes and handouts;
- Practice exercises.

### 1.4 Modifying slides, handouts, and notes

- Introduction;
- The slide master toolbar;

- Specifying slide layout elements;
- Changing the slide master's theme;
- Configuring the background on the slide master;
- Inserting an image into the slide master;
- Adding a slide layout to the master;
- Renaming and removing a slide layout;
- Inserting placeholders into the master;
- Closing the slide master view;
- The notes master view;
- Modifying and closing the notes pages;
- The handout master view;
- Updating and closing the handout master;
- Practice exercises.

## 1.5 Ordering and grouping slides

- Introduction;
- Creating presentation sections;
- Renaming presentation sections;
- Moving slides within a presentation;
- Practice exercises.

## 1.6 Changing presentation options and views

- Introduction;
- Presentation views;
- Displaying and changing the various views;
- Presentation properties;
- Accessing presentation properties;
- Available slide sizes;
- Changing the slide size;
- Manually rescale an image on the slide master;
- Practice exercises.

## 1.7 Configuring a presentation for printing;

- Introduction;
- Print options;
- The Backstage View's Print page;
- Printing all or part of a presentation
- Printing notes and handouts;
- Practice exercises.

## 1.8 Configuring and presenting a slide show;

- Introduction;
- Preparing your slide show;
- Slide show delivery options;
- Setting up a slide show;
- Starting a slide show;
- Moving between slides;
- Displaying a slide show in Presenter view;
- Using on-screen highlighters;

- Rehearsing slide show timings;
- Creating a custom slide show;
- Practice exercises.

## 1.9 Lesson Review & Quiz

- Lesson Review;
- Quiz Question 1;
- Quiz Question 2;
- Quiz Question 3;
- Quiz Question 4;
- Quiz Question 5;
- Quiz Results.

## 1.10 Assignment 1 – Create An AGM Presentation

- Slide content.

## Lesson 2 – Inserting & Formatting Text, Shapes, & Images

### 2.1 Introduction

- Lesson content;
- Lesson synopsis.

### 2.2 Inserting and formatting text

- Inserting text;
- Formatting text on a slide;
- Formatting options on the Font and Paragraph groups;
- Changing the font, font size, case, and colour;
- Changing the font style;
- Character spacing and text alignment;
- Line spacing and indentation
- Copying formatting;
- Practice exercises.

### 2.3 Using WordArt

- Introducing WordArt;
- Creating a new WordArt object;
- Applying WordArt to existing text;
- Formatting WordArt text;
- Formatting a WordArt object container;
- Changing the shape of a WordArt container;
- Practice exercises.

### 2.4 Lists & Hyperlinks

- Introducing Lists;
- Creating a bulleted list;
- Changing the bullets in a bulleted list;
- Creating a numbered list;
- Changing the numbers in a numbered list;
- Demoting and promoting list items;
- Adjusting list indents;
- Format text in columns;
- Introducing hyperlinks;
- Inserting a hyperlink to a slide or file;
- Inserting a hyperlink to a web page or email message;
- Displaying a ScreenTip;
- Editing and removing hyperlinks;
- Practice exercises.

### 2.5 Insert and format shapes and text boxes

- Introduction;
- Inserting a text box or shape;
- Customising a text box or shape;
- Replacing a shape with another shape;
- Changing the dimensions of a shape or text box;

- Rotating and flipping the container;
- Applying a built-in style to a container;
- Changing the fill colour;
- Applying a texture or inserting an image;
- Shape effects;
- Formatting text in a shape;
- Practice exercises.

## 2.6 Insert and format images

- Sourcing images;
- Inserting an image from a file;
- Inserting an online image;
- Tools for formatting images;
- Applying a picture frame style;
- Applying artistic effects;
- Removing background elements from an image;
- Try it yourself;
- Discarding changes to images;
- Applying picture effects;
- Changing the size or shape of an image;
- Cropping an image;
- Practice exercises.

## 2.7 Order and group objects

- PowerPoint alignment tools;
- Turn guides on and off;
- Aligning objects;
- Aligning objects with the slide;
- Aligning objects with other objects;
- Distributing objects evenly;
- Try it yourself;
- Stacking and reordering objects;
- Changing the stacking order from the Selection pane;
- Changing the stacking order from the ribbon;
- Changing the stacking order from the slide;
- Grouping and ungrouping objects;
- Regrouping objects;
- Practice exercises.

## 2.8 Lesson Review & Quiz

- Lesson Review;
- Quiz Question 1;
- Quiz Question 2;
- Quiz Question 3;
- Quiz Question 4;
- Quiz Question 5;
- Quiz Results.

## 2.9 Assignment 2 – Update AGM Presentation

- Slide content.

## Lesson 3 – Inserting Tables, Charts, SmartArt, & Media

### 3.1 Introduction

- Lesson content;
- Lesson synopsis;
- Graphics and multimedia.

### 3.2 Insert and format tables

- Introducing tables;
- Creating a new table;
- Importing a table from Word and Excel;
- Embedding an Excel worksheet;
- Modifying an embedded worksheet;
- Updating and deleting a table;
- Inserting and deleting table rows and columns;
- Selecting table elements;
- Splitting and merging cells;
- Changing table element sizes;
- Formatting a table;
- Aligning table content;
- Applying table styles;
- Practice exercises.

### 3.3 Insert and format charts

- Introduction;
- Creating a chart;
- Chart elements;
- Inserting and editing a chart from Excel;
- Selecting worksheet data for editing
- Quick Layouts;
- Changing the chart type;
- Adding and removing chart elements;
- Changing chart and element sizes;
- Quick Styles;
- Format panes;
- Applying a style to a chart;
- Displaying the Format pane;
- Practice exercise.

### 3.4 Insert and format SmartArt graphics

- Introducing SmartArt graphics;
- Changing the template;
- Convert a bulleted list to a SmartArt graphic;
- Creating an empty SmartArt graphic;
- Adding text to a SmartArt graphic;
- Adding a shape to a SmartArt graphic;
- Promoting or demoting SmartArt shapes;
- Moving or deleting an existing shape;

- Changing the colour scheme;
- Applying a style;
- Resetting diagram changes;
- Practice exercises.

### 3.5 Insert and manage media

- Introduction;
- Inserting an audio clip;
- Recording an audio clip;
- Inserting a video clip;
- Modifying audio and video clips;
- Trimming an audio or video clip;
- Configuring audio playback options;
- Configuring video playback options;
- Resizing and cropping a video window;
- Practice exercises.

### 3.6 Lesson Review & Quiz

- Lesson Review;
- Quiz Question 1;
- Quiz Question 2;
- Quiz Question 3;
- Quiz Question 4;
- Quiz Question 5;
- Quiz Results.

### 3.7 Assignment 3 – Update AGM Presentation

- Slide content.



## Lesson 4 – Applying Transitions & Animations

### 4.1 Introduction

- Lesson content;
- Lesson synopsis.

### 4.2 Apply slide transitions

- Introduction;
- Applying a transition effect;
- Including sound effects;
- Applying the transition to all slides;
- Removing transitions;
- Practice exercises.

### 4.3 Animate slide content

- Introduction;
- Types of animation;
- Inserting animations;
- Adding animations;
- The Animation pane;
- Previewing animations;
- Animation effects;
- Animation refinements;
- Configuring animation effect options;
- Motion paths explained;
- Adjusting the motion path;
- Practice exercises.

### 4.4 Set timing for transitions and animations

- Introduction;
- Setting the timing for transitions;
- Triggering transitions;
- Set the timing and order of animations;
- Manually trigger animations;
- Automating the start and after-effects of animations;
- Changing the duration of an animation;
- Delaying the start of an animation;
- Changing the animation order;
- Practice exercises.

### 4.5 Lesson Review & Quiz

- Lesson Review;
- Quiz Question 1;
- Quiz Question 2;
- Quiz Question 3;
- Quiz Question 4;
- Quiz Question 5;
- Quiz Results.

## 4.6 Assignment 4 – Update AGM Presentation

- Slide content.

## Lesson 5 – Managing Multiple Presentations

### 5.1 Introduction

- Lesson content;
- Lesson synopsis.

### 5.2 Merging Content

- Displaying multiple presentations;
- Reusing slides from other presentations;
- Combining two versions of the same presentation;
- Reviewing revisions;
- Managing comments;
- Opening the Comments pane;
- Inserting and displaying comments;
- Editing and deleting comments;
- Practice exercises.

### 5.3 Protecting & Checking

- Protecting a presentation;
- Marking a presentation as final;
- Setting a password for a presentation;
- Changing and deleting a password;
- The Document Inspector;
- Inspecting for common issues;
- The Accessibility Checker;
- Inspecting for accessibility issues;
- The Compatibility Checker;
- Inspecting for compatibility issues;
- Practice exercises.

### 5.4 Proofing & Packaging

- Proofing presentations;
- Adding an entry to AutoCorrect;
- Checking the spelling;
- Compressing embedded audio and video;
- Embedding fonts in a presentation;
- Exporting a presentation in other formats;
- Packaging a presentation for another computer;
- Package the presentation as a video;
- Sharing a presentation;
- Practice exercises.

### 5.5 Lesson Review & Quiz

- Lesson Review;
- Quiz Question 1;
- Quiz Question 2;
- Quiz Question 3;
- Quiz Question 4;

- Quiz Question 5;
- Quiz Results.

## 5.6 Assignment 5 – Finalising A Presentation

- Reusing slides exercise;
- Finalising a presentation;
- Submitting your coursework for assessment and certification.

## 5.7 The MOS Examination

- Introduction;
- MOS certification explained;
- Certification pathways;
- Certification benefits;
- Exam preparation tips;
- Introducing Gmetrix;
- Accessing Gmetrix practice tests;
- Examination tips;
- Approved MOS Examination Centres.