

MOS Powerpoint 2016 Essentials Online Course

Key Information

Course Format:
Online Course

Price:
£150.00

Assessment:
Online Assessment

Payment Options:
Spread the cost over 4 monthly payments

Approximate Study Time:
60 Hours of Self Study

Initial Payment of
£60.00

Approximate Delivery Time:
1-2 Working Days via Email

Followed by 3 payments of:
£30.00



The **MOS PowerPoint 2016 Essentials online course** is designed for students who are interested in gaining a broad knowledge of the PowerPoint application and for experienced PowerPoint users who wish to undertake a refresher course. The course follows the Microsoft Office Specialist (MOS) syllabus and is the ideal study guide for those wishing to gain the industry-recognised MOS certification. Wherever possible, we follow the "learn-by-example" methodology during the course, which means that we investigate a topic, provide an example, and then ask you to try it yourself before moving forward.

Proficiency in Microsoft Office products, is increasingly important in today's competitive business environment and, whether you are currently employed or a job seeker, Microsoft Office Specialist certification proves to employers and prospective employers that you have the necessary skills to become an important member of their team.

The MOS PowerPoint 2016 Essentials course teaches all you need to know about the major components of the PowerPoint 2016 application and is presented in a modern multimedia online format, with the constant support and guidance of your designated course tutor, who is there for you every step of the way. The course also contains valuable tips on preparing for the MOS examination and includes free access to the GMetrix range of MOS exam practice questions, which have the same format as the MOS exam itself.

The MOS PowerPoint 2016 Essentials course consists of the following modules:

LESSON 1 – Creating & Managing Presentations

- Introduction
- Creating presentations
- Inserting and formatting slides
- Modifying slides, handouts, and notes
- Ordering and grouping slides
- Changing presentation options and views
- Configuring a presentation for printing;
- Configuring and presenting a slide show;
- Lesson Review & Quiz
- Assignment 1 – Create an AGM Presentation

LESSON 2 – Inserting & Formatting Text, Shapes, & Images

- Introduction
- Inserting and formatting text
- Using WordArt
- Lists & Hyperlinks
- Insert and format shapes and text boxes
- Insert and format images
- Order and group objects
- Lesson Review & Quiz
- Assignment 2 – Update AGM Presentation

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LESSON 3 – Inserting Tables, Charts, SmartArt, & Media

- Introduction
- Insert and format tables
- Insert and format charts
- Insert and format SmartArt graphics
- Insert and manage media
- Lesson Review & Quiz
- Assignment 3 – Update AGM Presentation

LESSON 4 – Applying Transitions & Animations

- Introduction
- Apply slide transitions
- Animate slide content
- Set timing for transitions and animations
- Lesson Review & Quiz
- Assignment 4 – Update AGM Presentation

LESSON 5 – Managing Multiple Presentations

- Introduction
- Merging Content
- Protecting & Checking
- Proofing & Packaging
- Lesson Review & Quiz
- Assignment 5 – Finalising A Presentation
- The MOS Examination

Free GMetrix Exam Preparation Software:

The course also comes with GMetrix exam preparation software. The GMetrix Skills Management System provides everything you need to prepare for the Microsoft Office Specialist (MOS) Certification.

Overview of Test features:

- Practice tests map to the Microsoft Office Specialist (MOS) exam objectives.
- All tests are in-application or performance-based simulations to provide the best assessment of real-world experience.
- All tests have both a testing and a training mode providing step-by-step help on each question.
- Progress at own pace, save test to resume later, return to skipped questions.
- Detailed, printable score report highlighting areas requiring further review.

Please Note: You will need a version of Microsoft Office 2016 to be able to use the GMetrix software package.

Prerequisites:

There are no particular entry requirements as the course is set out for beginners although students will require their own version of Microsoft PowerPoint 2016 to complete the course.

Please Note: The course covers the use of Microsoft PowerPoint 2016 which is a PC version of the software. It will be possible to view the course materials using an Apple Mac although the information within the course will be specific to the PC version of Microsoft Office which will differ from Mac versions.

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Course Duration & Support:

Students may register at any time and have a full year to complete their studies. You also have access to a personal tutor by mail or email for a 12 month period. Course extensions can be purchased if you do not complete this course within the 12 month period. As the course is self-study you can complete in as little or as long a time as you prefer.

Assessment:

You will be assessed on assignments which are detailed in the course materials. These assignments will require you to create work on, create and edit spreadsheet files. Your work can be sent back to your course tutor by email.

Certification:

On successful completion of this course students will receive our PowerPoint 2016 Essentials Certificate of Completion with feedback from your tutor, and students can also apply for the Microsoft Office Specialist (MOS) 77-729 exam.



Examinations must be sat at a registered Certiport Testing Centre. Exam vouchers (Valid for 12 Months) can be purchased from our website for £90.00. We usually advise buying a voucher when you are ready to sit your test, although you can add this to your order when you purchase your course.

Students can locate testing centres and schedule appointments on the Certiport Website by following the Test Candidates > Locate a Testing Centre links.

Please Note: Exam Centres will usually charge an additional proctoring fee (Approximately £15.00) for sitting exams.