

Microsoft Power Point 2016 Level 1



MS Power Point Course Outline:

Lesson 1: Getting Started with PowerPoint

- Topic A: Navigate the PowerPoint Environment
- Topic B: View and Navigate a Presentation
- Topic C: Create and Save a PowerPoint Presentation
- Topic D: Use PowerPoint Help

Lesson 2: Developing a PowerPoint Presentation

- Topic A: Select a Presentation Type
- Topic B: Edit Text
- Topic C: Build a Presentation

Lesson 3: Performing Advanced Text Editing Operations

- Topic A: Format Characters
- Topic B: Format Paragraphs
- Topic C: Format Text Boxes

Lesson 4: Adding Graphical Elements to Your Presentation

- Topic A: Insert Images
- Topic B: Insert Shapes

Lesson 5: Modifying Objects in Your Presentation

- Topic A: Edit Objects
- Topic B: Format Objects
- Topic C: Group Objects
- Topic D: Arrange Objects
- Topic E: Animate Objects

Lesson 6: Adding Tables to Your Presentation

- Topic A: Create a Table
- Topic B: Format a Table
- Topic C: Insert a Table from Other Microsoft Office Applications

Lesson 7: Adding Charts to Your Presentation

- Topic A: Create a Chart
- Topic B: Format a Chart
- Topic C: Insert a Chart from Microsoft Excel

Lesson 8: Preparing to Deliver Your Presentation

- Topic A: Review Your Presentation
- Topic B: Apply Transitions
- Topic C: Print Your Presentation
- Topic D: Deliver Your Presentation