



INFOCUS COURSEWARE

Microsoft PowerPoint 2016

With Challenge Exercises



Product Code: AED115

❖ General Description

The skills and knowledge acquired in **Microsoft PowerPoint 2016 - With Challenge Exercises** are sufficient to be able to create real-world slide shows. You will learn how to create, print and publish presentations.

❖ Learning Outcomes

At the completion of this course you should be able to:

- work with the basic features of **PowerPoint**
- create a new presentation
- work with presentations
- create and work effectively with themes
- work with the various slide layouts
- insert text into a slide and apply basic formatting
- insert and edit images
- create and work with tables
- create and work with charts
- create and work with **SmartArt** graphics
- draw and format shapes
- create animations in a presentation
- insert and work with different types of media
- view and modify slide masters
- navigate a slide show in **PowerPoint**
- set up a presentation for the required presentation mode
- import data into **PowerPoint** from a number of different applications
- use a range of printing techniques
- obtain help for **PowerPoint** whenever you need it
- create brilliant presentations

❖ Prerequisites

Microsoft PowerPoint 2016 - With Challenge Exercises assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

261 topics

❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at www.appliededucation.edu.au

Product Information

Level 1, 524 Hay St
Perth WA 6000

Phone: (+61) 8 9221 0955
Fax: (+61) 8 9221 0966
info@appliededucation.edu.au
www.appliededucation.edu.au



INFOCUS COURSEWARE

Microsoft PowerPoint 2016

With Challenge Exercises



Product Code: AED115

This information sheet was produced on Thursday, November 17, 2016 and was accurate at the time of printing.

Product Information

Level 1, 524 Hay St
Perth WA 6000

Phone: (+61) 8 9221 0955
Fax: (+61) 8 9221 0966
info@appliededucation.edu.au
www.appliededucation.edu.au



Contents

Getting to Know PowerPoint

- Starting PowerPoint From the Desktop
- Understanding the Start Screen
- Creating a New Blank Presentation
- The PowerPoint Screen
- How Microsoft PowerPoint 2016 Works
- Using the Ribbon
- Using Ribbon KeyTips
- Showing and Collapsing the Ribbon
- Understanding Backstage View
- Accessing Backstage View
- Changing the Office Theme
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Understanding the Quick Access Toolbar
- Adding Commands to the QAT
- Understanding the Status Bar
- Customising the Status Bar
- Exiting Safely From PowerPoint
- Challenge Exercise
- Challenge Exercise Workspace

Your First Presentation

- Creating Presentations in PowerPoint
- Creating a Presentation
- Applying Theme Variants
- The Save As Place
- The Save As Dialog Box
- Typing Text Into a Slide
- Inserting New Slides
- Typing Text Using the Outline Pane
- Applying Slide Transitions
- Saving a Presentation
- Previewing a Slide Show
- Closing a Presentation
- Challenge Exercise
- Challenge Exercise Sample

Working With Presentations

- The Open Place
- The Open Dialog Box
- Opening a Presentation
- Opening Multiple Presentations
- Switching Between Open Presentations

- Understanding Presentation Views
- Changing Presentation Views
- Navigating a Presentation
- Using the Zoom Tool
- Opening a Recent Presentation
- Challenge Exercise
- Challenge Exercise Workspace

Themes

- Understanding Themes
- Applying a Theme
- Changing the Theme Colours
- Creating Custom Theme Colours
- Changing the Theme Fonts
- Changing the Slide Background
- Saving a Customised Theme
- Using a Customised Theme
- Deleting a Customised Theme
- Challenge Exercise
- Challenge Exercise Sample

Slide Layouts

- Understanding Slide Layouts
- Inserting a Title Slide
- Inserting a Title and Content Slide
- Inserting a Section Header Slide
- Inserting a Table
- Inserting a Picture With Caption Slide
- Inserting a Chart
- Changing the Slide Layout
- Challenge Exercise
- Challenge Exercise Sample

Working With Text

- Editing Text
- Checking Spelling
- Understanding Font Formatting
- Applying Font Formatting
- Applying Paragraph Formatting
- Changing Bullet and Numbering Styles
- Moving and Resizing Placeholders
- Applying WordArt to Text
- Converting Text to SmartArt
- Challenge Exercise
- Challenge Exercise Sample

Images

- Understanding Pictures
- Understanding Online Pictures

- Working With PowerPoint Designer
- Inserting a Picture From File
- Inserting an Online Picture
- Resizing an Image
- Positioning an Image
- Rotating and Flipping Images
- Inserting a Screenshot
- Inserting a Screen Clip
- Creating a Photo Album
- Challenge Exercise
- Challenge Exercise Sample

Tables

- Inserting a Table Using the Ribbon
- Inserting Rows and Columns
- Applying a Table Style
- Merging and Splitting Cells
- Adjusting Column Widths
- Adjusting Row Heights
- Resizing and Positioning a Table
- Formatting Table Data
- Aligning Table Data
- Applying Borders
- Applying Shading
- Challenge Exercise
- Challenge Exercise Sample

Charts

- Understanding Charts
- Inserting a Chart Using the Ribbon
- Changing the Chart Type
- Chart Elements
- Using Quick Layouts
- Understanding Chart Buttons
- Changing the Layout of Chart Elements
- Applying a Chart Style
- Understanding the Chart Format Panes
- Formatting Chart Elements
- Editing a Data Series
- Hiding Data Series
- Working With Pie Charts
- Challenge Exercise
- Challenge Exercise Sample

SmartArt

- Understanding SmartArt
- Inserting a SmartArt Graphic

Product Information



- Inserting Text Into SmartArt
- Adding Shapes Below
- Adding Shapes Above
- Adding Shapes Before and After
- Adding an Assistant
- Promoting and Demoting Shapes
- Switching SmartArt Right to Left
- Resizing SmartArt
- Changing the SmartArt Layout
- Applying a Colour Scheme
- Applying a SmartArt Style
- Deleting SmartArt Shapes
- Challenge Exercise
- Challenge Exercise Sample

Shapes

- Drawing Shapes
- Resizing Shapes
- Editing Shapes
- Positioning Shapes
- Arranging Shapes
- Merging Shapes
- Formatting Shapes
- Using the Eyedropper
- Copying Shapes
- Aligning Shapes Using the Ribbon
- Aligning Objects Using Smart Guides
- Inserting and Formatting Text
- Connecting Shapes
- Grouping Shapes
- Rotating Shapes
- Challenge Exercise
- Challenge Exercise Sample

Animations and Transitions

- Understanding Animation
- Animating Text
- Animating Objects
- Applying Multiple Effects
- Applying Motion Paths
- The Animation Pane
- Setting the Timing
- Animating SmartArt Graphics
- Using Slide Transitions
- Challenge Exercise
- Challenge Exercise Sample

Media and Action Buttons

- Understanding Media in PowerPoint
- Inserting an Online Video
- Inserting an Audio Clip
- Formatting Media Clips

- Editing Audio Clips
- Optimising and Compressing Media
- Understanding Action Buttons
- Inserting Action Buttons
- Challenge Exercise
- Challenge Exercise Sample

Slide Masters

- Understanding Slide Masters
- Viewing the Slide Master
- Changing the Master Font
- Modifying Bullets
- Inserting an Image
- Applying Slide Transitions to the Slide Master
- Inserting Slide Numbers
- Creating Custom Slide Layouts
- Modifying Slide Layouts
- Challenge Exercise
- Challenge Exercise Sample

Preparing for Presentations

- Using Slide Sorter View
- Reusing Slides
- Adding Sections
- Adding Notes to Your Slides
- Slide Numbers
- About Hyperlinks
- Creating an Internal Hyperlink
- Creating a Hyperlink to Another Presentation
- Creating a Hyperlink to Another Application
- Keyboard Shortcuts for Navigating Slide Shows
- Using Resume Reading
- Presenting a Slide Show
- Challenge Exercise
- Challenge Exercise Sample

Setting Up the Show

- About Self Running Presentations
- Recording a Slide Show
- Setting Up a Self Running Presentation
- Rehearsing Timings
- Setting Up a Speaker-Led Show
- Creating a Custom Show
- Understanding Presenter View
- Using Presenter View
- Challenge Exercise
- Challenge Exercise Sample

Importing Into PowerPoint

- Understanding Object Linking and Embedding
- Copying Word Tables as Embedded Objects
- Inserting a New Excel Table
- Copying and Linking Excel Tables
- Copying and Linking Excel Charts
- Challenge Exercise
- Challenge Exercise Sample

Printing Your Presentation

- Understanding Printing
- Previewing Slides
- Printing Slides
- Printing Handouts
- Printing Notes Pages
- Printing the Outline
- Challenge Exercise
- Challenge Exercise Sample

Getting Help

- Understanding How Help Works
- Using Tell Me
- Accessing the Help Window
- Navigating the Help Window
- Using Google to Get Help
- Using Smart Lookup
- Printing a Help Topic
- Challenge Exercise
- Challenge Exercise Workspace

Brilliant Presentations

- Planning a Presentation
- Make It Readable
- The Four Pillars of Great Design
- Perfect Presentation Layouts
- Presenting Polished Presentations
- Presentation Methods and Hardware
- Challenge Exercise
- Challenge Exercise Workspace