

POWERPOINT 2016

OBJECTIVES

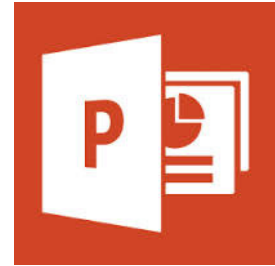
At the end of the course, the participant will be able to produce presentations using the software and to incorporate drawings and images into them.

TARGET CLIENTELE

Public

PREREQUISITES

Knowledge of Windows



COURSE SYLLABUS

1. Environment

- Open a presentation
- View a presentation
- New getting started options
- Move around in a presentation
- Customize the Ribbon
- Customize Quick Access toolbar
- Import and export customizations
- The "backstage"
- Using the help function

2. Basic concepts

- Create a new presentation
- Insert and delete a slide
- Check spelling while typing
- Save your presentation
- Cancel and repeat operations

3. Formatting

- Change text formatting
- Use bulleted lists
- Working in slide sorter mode

4. Images and WordArt

- Use images from Clipart library
- Working with the WordArt

5. Drawings and annotations

- Working with shapes

6. Using a text box

- Select, move, and copy objects
- Align and evenly distribute objects
- Change fill color
- New color matching pipette
- Insert text into an object

7. Tables

- Create a table
- Moving in a table
- Select cells
- Change the size of a table
- Change the layout of a table.

8. Introduction to graphics

- Create a chart
- Working with data from the Graphic
- Interpreting a chart
- Use graphical tools
- Back to presentation

9. Screen presentation

- Create and launch screen presentations
- Embellishing your presentations with transitions
- Add animations

10. Printing

- Print a presentation