

## Information Technology and Computer Skills Training

# POWERPOINT 2016 - INTRODUCTION

**Where:** Jefferson City, 1738 E Elm Lower Level

**Time:** 8:00 a.m. - 4:00 p.m.

**Investment:** \$125.00

### Course Content

Learners who attend this Introductory Level workshop will receive information to increase their proficiency in the following areas:

#### POWERPOINT BASICS

- Looking at PowerPoint
- Opening an Existing Presentation
- Exploring PowerPoint's Views
- Creating a Blank Presentation
- Creating a Presentation using Templates
- Navigating a Presentation
- Saving a Presentation
- Adding, Deleting and Hiding Slides
- Applying Themes to a Presentation
- Inserting Sections
- Setting PowerPoint Options
- Using Tell Me to Obtain Help
- Hiding the PowerPoint Ribbon
- Closing a Presentation; existing PowerPoint
- Opening A Recently Used Presentation

#### INSERTING & MODIFYING TEXT

- Creating Headers and Footers
- Entering Text & Formatting Text
- Using the Notes Pane
- Copying and Moving Text From one Slide to Another
- Using Format Painter & Bulleted Lists
- Importing Text from Word

#### WORKING WITH GRAPHICS

- Adding Pictures from a File
- Using & Formatting Drawing Tools
- Formatting Text Boxes
- Using the Format Shape Pane
- Adjusting Graphics
- Cropping Images & Applying Image Effects
- Applying Picture Styles to Images
- Working With Design Themes
- Creating a Photo Album
- Adding A Header And Footer

#### MANUPULATING OBJECTS

- Resizing & Moving Objects
- Grouping & Aligning Objects
- Rotating & Layering Objects
- Working with Shapes
- Inserting WordArt
- Inserting SmartArt

#### TABLES & CHARTS

- Inserting a Table
- Applying Styles to a Table
- Inserting/Deleting Rows & Columns
- Adjusting Width/Height of Rows & Columns
- Formatting Table Borders
- Applying Cell Shading to a Table
- Inserting & Formatting a Chart
- Changing the Chart Type
- Inserting an Organization Chart
- Modifying an Organizational Chart

#### PRESENTATION OUTPUT

- Previewing a Presentation
- Slide Setup
- Printing Slides
- Printing Slide Outlines
- Printing Speaker Notes
- Printing Handouts

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