Microsoft PowerPoint 2016 Introduction

Course Details

Course Code: INF1620

Duration: 1 day

Notes:

- This course syllabus should be used to determine whether the course is appropriate for the students, based on their current skills and technical training needs.
- Course content, prices, and availability are subject to change without notice.
- Terms and Conditions apply

Links:

- View this course on our website
- View the course schedule
- Enquire about this course

Elements of this syllabus are subject to change.

About this course

The skills and knowledge acquired in Microsoft PowerPoint 2016 - Level 1 are sufficient to be able to create real-world slide shows. You will learn how to create, print and publish presentations.

At Course Completion

After completing this course, students will be able to:

- work with the basic features of PowerPoint
- create a new presentation
- work with presentations
- insert text into a slide and apply basic formatting
- work with the various slide layouts
- create and work with SmartArt graphics
- draw and format shapes
- navigate a slide show in PowerPoint
- use a range of printing techniques
- obtain help for PowerPoint whenever you need it
- create brilliant presentations

Prerequisites

Microsoft PowerPoint 2016 - Level 1 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.