



PowerPoint 2016 Level 1 Training Syllabus

Getting Started with PowerPoint
Navigating the PowerPoint Window
Inserting Text
Using Document Themes
Choosing Slide Sizes
Creating a Basic Presentation
Adding Slides
Bulleted Lists
Choosing the Slide Layout
Aligning Text
Delivering the Slide Show
Navigating Through a Slide Show
Working with Slides
Copying Text and Objects
Working with Outlines
Deleting Slides
Working with Word Integration
Creating a Presentation Outline in Word
Formatting Your Presentation
Using the Slide Sorter
Organizing with Sections
Printing Your Presentation
Slide Footers
Adding Graphics, Animation, and Sound
Working with Online Pictures
Using Text and Object Layouts
Deleting Placeholder Text
Searching for Pictures with the Insert Pictures
Moving, Sizing, and Rotating Objects
Stacking Objects
Formatting Pictures
Adding Other Graphics
Removing a Background
Applying Artistic Effects
Inserting a Screenshot
Working with Shapes
Working with Slide Transitions
Adding Sound Effects
Adding Multimedia to Presentations
Using Audio in Presentations
Creating Slide Show Timings
Using Video in Presentation
Codecs
Editing Videos