



## 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