



PowerPoint 2016 Level 2 Training Syllabus

Inserting, Formatting and Editing Charts
Working with External Excel Documents
Linking Excel Charts
Editing the Source (Linked) Document
Creating SmartArt Diagrams
Using Tables in Presentations
Entering, Navigating, Formatting and Editing Data in Tables
Modifying Tables Styles
Collaborating with Others Online
The Review Cycle
Sharing Files
Sharing via Email
Opening an Attached Presentation
Working with Comments
Comparing and Merging Presentations
Viewing Multiple Presentations
Using OneDrive and Office Online
Storing Files on OneDrive
Editing Files with Office Online
Sharing Files with OneDrive
Moving Files and Setting Folder Permissions
Accessing Shared Files
Using Reference Tools
Finalizing a Presentation
Creating Speaker Notes
Editing Document Properties
Using Find and Replace
Using Hyperlinks in Presentations
Inserting Hyperlinks
Creating Hyperlinks for Slide Navigation
Repairing and Removing Hyperlinks
Using the Slide Show Toolbar
Annotating with Pen Tools
Slide Zoom
Transporting the Presentation
How Package for CD Works
Font Embedding
Displaying Linked Content
Copying a Presentation to a CD or Folder
Viewing a Packaged Presentation from a USB Drive
Connecting to an External Display
Connection Ports
Configuring Your Computer