



# PowerPoint 2016 Level 1 Course Content

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## Course Objectives:

- Identify PowerPoint 2016 screen elements and terms in preparation for making efficient use of the program.
- Start a new presentation based on templates or themes, and use outlines to organize the text of a presentation.
- Create a consistent look throughout your presentations by using and customizing themes and styles, and learn how to preview and print your presentations.
- Enhance your presentations by using PowerPoint 2016 slide layouts and text formatting tools.
- Use PowerPoint's features for organizing and editing the information in your presentations.
- Enhance presentations by adding and modifying WordArt, SmartArt, and clip art graphics.
- Produce on-screen slide shows.

*This course is for students who are new to PowerPoint and want to create professional-looking presentations using slide layouts, slide masters, graphics and themes.*

## Course Content:

<b>Getting Started with PowerPoint 2016</b>	Understanding Presentation Concepts
<b>Creating a New Presentation</b>	Creating a New Presentation Organizing Text in Outlines
<b>Working with Themes and Masters</b>	Understanding Themes and Quick Styles Modifying Slide Masters Previewing and Printing a Presentation
<b>Designing a Presentation</b>	Applying Slide Layouts Formatting Text
<b>Making Modifications</b>	Formatting Bullets Editing a Presentation
<b>Enhancing Presentations with Objects</b>	Adding and Modifying WordArt and SmartArt Adding and Managing Objects and Graphics
<b>Producing a Presentation</b>	Building a Slide Show Running a Slide Show