



## Microsoft PowerPoint 2013/2016 Course Outlines (version differences will be noted in the outline).

### Microsoft PowerPoint 2013/2016 Level I – Course Content

**Duration:**

One day

**Description:**

This Instructor-led Training course covers the basic functions and features of PowerPoint 2013/2016. After an introduction to PowerPoint's window components, students will open and run a presentation and switch between views. They'll create a basic presentation and add content; arrange, insert, and delete slides; and apply templates and design themes. Then, they'll learn how to create and edit shapes, insert and modify WordArt objects and pictures, and work with tables, charts, and diagrams. Finally, they'll learn how to proof a presentation, create speaker notes, and present and share their presentations.

**Table of Contents:**

Unit 1: Getting started	
Topic A: The PowerPoint interface	Unit 5: Graphics
	Topic A: WordArt
Unit 2: Creating presentations	Topic B: Pictures
Topic A: Creating a basic presentation	
Topic B: Working with slides	Unit 6: Tables and charts
	Topic A: Tables
Unit 3: Editing slide content	Topic B: Charts
Topic A: Formatting text and lists	Topic C: SmartArt
Topic B: Editing efficiently	
	Unit 7: Preparing and printing presentations
Unit 4: Working with shapes	Topic A: Proofing presentations
Topic A: Creating shapes	Topic B: Preparing a presentation
Topic B: Formatting shapes	Topic C: Printing presentations
Topic C: Applying content to shapes	



## Microsoft PowerPoint 2013/2016 Level II and III (combined into one class) – Course Content

**Duration:**  
One day

### Description:

This Instructor-led Training course builds on the skills and concepts taught in PowerPoint 2013/2016 Level I. Students will learn to control global settings by using slide masters, and to apply effects such as transitions and timings. They'll learn more about working with images, and how to include media files, animation, and a photo album in a presentation. Next, they'll explore advanced tools for working with SmartArt, tables, and charts, and then learn how to create action buttons and equations. Students will also integrate other Microsoft Office files, embed and link external resources, and create hyperlinks. Then, they'll insert review comments, protect a presentation with a password, and prepare a presentation for delivery in various formats. Finally, they'll customize application settings and toolbars, and create and apply custom themes.

### Table of Contents:

Unit 1: Slide masters and transitions	Unit 5: Integrating Microsoft Office files
Topic A: Slide masters	Topic A: Applying content from a Word outline
Topic B: Transitions and timings	Topic B: Embedding and linking content
Topic C: Custom slide shows	
Unit 2: Graphics and media	Unit 6: Finalizing and distributing presentations
Topic A: Modifying graphics	Topic A: Reviewing and finishing
Topic B: Media clips	Topic B: Distributing presentations
Topic C: Animations	
Topic D: Photo albums	Unit 7: Customizing PowerPoint
Unit 3: Customizing slide elements	Topic A: Application settings
Topic A: Working with SmartArt graphics	
Topic B: Customizing tables	
Topic C: Working with charts	
Unit 4: Action buttons and equations	
Topic A: Action buttons	
Topic B: Equations	