



*Are you a pencil pusher trapped in a computer?  
We can help?*

**M J H COMPUTER TRAINING**

[www.mjhtraining.com](http://www.mjhtraining.com)

[m.herman@sasktel.net](mailto:m.herman@sasktel.net)

☎ 306.242-2231 (Office)

☎ 306.220-5112 (Cell)

# Microsoft® Office Power Point® 2016: Part 1

**Course Length: 1 day**

## Course Content

### Lesson 1: Getting Started with PowerPoint

**Topic A:** Navigate the PowerPoint Environment

**Topic B:** View and Navigate a Presentation

**Topic C:** Create and Save a PowerPoint Presentation

**Topic D:** Use PowerPoint Help

### Lesson 2: Developing a PowerPoint Presentation

**Topic A:** Select a Presentation Type

**Topic B:** Edit Text

**Topic C:** Build a Presentation

### Lesson 3: Performing Advanced Text Editing Operations

**Topic A:** Format Characters

**Topic B:** Format Paragraphs

**Topic C:** Format Text Boxes

### Lesson 4: Adding Graphical Elements to Your Presentation

**Topic A:** Insert Images

**Topic B:** Insert Shapes

### Lesson 5: Modifying Objects in Your Presentation

**Topic A:** Edit Objects

**Topic B:** Format Objects

**Topic C:** Group Objects

**Topic D:** Arrange Objects

**Topic E:** Animate Objects

### Lesson 6: Adding Tables to Your Presentation

**Topic A:** Create a Table

**Topic B:** Format a Table

**Topic C:** Insert a Table from Other Microsoft Office Applications

### Lesson 7: Adding Charts to Your Presentation

**Topic A:** Create a Chart

**Topic B:** Format a Chart

**Topic C:** Insert a Chart from Microsoft Excel

### Lesson 8: Preparing to Deliver Your Presentation

**Topic A:** Review Your Presentation

**Topic B:** Apply Transitions

**Topic C:** Print Your Presentation

**Topic D:** Deliver Your Presentation