Microsoft Word/Powerpoint/Access/Excel 2016 Courses

PowerPoint 2016 Video Table

Training Plan Subway Stops	Content or article title	Topics Covered	Mapping to MOS 77-729 Exam Objective Domain
Get Started	What is Microsoft PowerPoint 2016?	• Overview	N/A
	Change views	• choose the right view for the task • normal view, slide sorter view, notes page view, slide show view, master views	1.5
Create Presentations	Create and build presentations from templates or from scratch	• create a blank presentation • create a presentation from a theme	1.1
	Add and delete slides	• add slides • delete slides	1.2
	Select and apply slide layouts	• arrange slide content with different slide layouts	1.2
Add and format text	Add text to slides	• add and format text in slides	1.3
	Format text on slides	• format text in a placeholder • copy and paste text into your presentation	2.1
	Format lists on slides	• create a bulleted list • create a numbered list	2.1
	Check spelling in your presentation	• fix spelling as you work • check spelling in entire presentation	N/A
	Add math to slides	• insert an equation • create ink equations	N/A
	Import a Microsoft Word 2016 outline into Microsoft PowerPoint 2016	• create an outline in Word • save outline in Word • import a Word outline into PowerPoint	N/A
	Add hyperlinks to slides	• link to a website • link to a place in a document, new document, or email address	2.1
	Add SmartArt to a slide	• convert text into SmartArt • insert pictures in SmartArt	3.3
	Add Word Art to a slide	• add WordArt • convert text to WordArt • customize your WordArt	2.1
Add and format images	Add images to slides	• insert a picture from your computer • insert an online picture • replace a picture	2.3
	Add screenshots to slides	• prepare your screenshot • add your screenshot to your slide	2.3
	Format images on slides	• adjust the brightness, contrast or sharpness • apply artistic effects • change the color • apply picture effects	2.3

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		• add a border	
		• compress or reset the picture	
Design presentations	Apply themes to presentations	• select a theme • change colors, fonts, effects and background styles	1.3
	Create, merge, and group objects on a slide	• group objects • ungroup objects	2.4
	Align and arrange objects on slides	• align objects • use guides and gridlines	2.4
	Layer objects on slides	• move an object to the back or front • use the selection pane to find hidden objects	1.2, 2.4
	Change slide masters	• change the slide master • customize the slide master	1.3
	Organize slides into sections	• add a section • move or delete a section	1.4
	Add footers to slides	• add a footer to a slide • apply a footer to all slides	1.2
	Add transitions between slides	• add transitions between tabs • preview transitions • remove transitions	4.1, 4.3
	Get design ideas for slides	• using PowerPoint designer	N/A
Present slideshows	Use Slide Show and Presenter View	• using Presenter view (under Slide Show tab)	1.7
	Add speaker notes	• adding speaker notes to your slides • using speaker notes while you present	1.3
	Practice and time your presentation	• rehearse your presentation, record • view the timings	1.7
	Print presentations	• print your presentation	1.6
	Record presentations	• record narration and timings • manage recordings • remove recordings • save recordings	N/A
Add audio and video	Add, format, and record video	• add an animated GIF • add a video, and add captions • add screen recording • record your presentation, export your presentation as a video • format your video	3.4
	Add and record audio	• add audio from your PC • record audio • change playback options • delete audio	3.4
Add animations to slides	Add animations to slides	• add animations and effects • manage animations and effects	4.2

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		• add more effects to an animation • change the order of animations • add animation to grouped objects	
Add tables	Add Microsoft Excel 2016 tables to slides	• paste or embed tables and worksheets from Excel in your presentation slide	3.1
Store and share presentations	Save presentations as videos	• save your presentation as a video • use recorded timings and narrations	3.4
Remove sensitive information	Remove sensitive information from your presentation	• inspect document • remove all personal and confidential information from your presentation	5.2
Collaborate with others	Add and review comments in your presentation	• add a comment • view and reply to comments • delete a comment	5.1