



Peak Services delivers deep expertise in the local government sector. We understand the business of councils. Challenge us.

## POWERPOINT 2016 INTRODUCTION – 1 DAY COURSE

AUDIENCE	SHORT COURSE TOPICS	LEARNING OUTCOMES
<p>Microsoft Powerpoint 2016 Introduction is designed for users to create real-world slide shows. You will learn how to create, print and publish presentations.</p>	<ul style="list-style-type: none"> <li>• Work with the basic features of PowerPoint</li> <li>• Create a new presentation</li> <li>• Work with presentations</li> <li>• Insert text into a slide and apply basic formatting</li> <li>• Work with the various slide layouts</li> <li>• Create and work with SmartArt graphics</li> <li>• Draw and format shapes</li> <li>• Navigate a slide show in PowerPoint</li> <li>• Use a range of printing techniques</li> <li>• Obtain help for PowerPoint whenever you need it</li> <li>• Create brilliant presentation</li> </ul>	<p>Expand their skills and knowledge in using Microsoft Powerpoint to create real-world slide shows. You will learn how to create, print and publish presentations.</p>



COURSE DETAILS	
<p><b>Delivery</b></p>	<p>This course is delivered as a face-to-face instructor led training sessions. Our courses can be customised to suit your particular requirements.</p>
<p><b>Duration and Location</b></p>	<p>Our standard structure for this course is 1 full day and can be delivered in any metropolitan or regional area of Queensland.</p>
<p><b>Fees and Inclusions</b></p>	<p>Please contact Peak Services for course fees or a proposal for on-site/in-house training.</p>



**PLEASE CONTACT PEAK SERVICES FOR COURSE FEES OR A PROPOSAL FOR ONSITE/IN-HOUSE TRAINING PROPOSALS**

**REGISTER NOW  
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FIND OUT MORE  
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wearepeak.com.au**



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## COURSE ELEMENTS

### GETTING TO KNOW POWERPOINT

- Starting PowerPoint From the Desktop
- Understanding the Start Screen
- Creating a New Blank Presentation
- The PowerPoint Screen
- How Microsoft PowerPoint 2016 Works
- Using the Ribbon
- Using Ribbon KeyTips
- Showing and Collapsing the Ribbon
- Understanding Backstage View
- Accessing Backstage View
- Changing the Office Theme
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Understanding the Quick Access Toolbar
- Adding Commands to the QAT
- Understanding the Status Bar
- Customising the Status Bar
- Exiting Safely From PowerPoint

### YOUR FIRST PRESENTATION

- Creating Presentations in PowerPoint
- Creating a Presentation
- Applying Theme Variants
- The Save As Place
- The Save As Dialog Box
- Typing Text Into a Slide
- Inserting New Slides
- Typing Text Using the Outline Pane
- Applying Slide Transitions
- Saving a Presentation
- Previewing a Slide Show
- Closing a Presentation

### WORKING WITH PRESENTATIONS

- The Open Place
- The Open Dialog Box
- Opening a Presentation
- Opening Multiple Presentations
- Switching Between Open Presentations
- Understanding Presentation Views
- Changing Presentation Views
- Navigating a Presentation

- Using the Zoom Tool
- Opening a Recent Presentation

### WORKING WITH TEXT

- Editing Text
- Checking Spelling
- Understanding Font Formatting
- Applying Font Formatting
- Applying Paragraph Formatting
- Changing Bullet and Numbering Styles
- Moving and Resizing Placeholders
- Applying WordArt to Text
- Converting Text to SmartArt

### SLIDE LAYOUTS

- Understanding Slide Layouts
- Inserting a Title Slide
- Inserting a Title and Content Slide
- Inserting a Section Header Slide
- Inserting a Table
- Inserting a Picture With Caption Slide
- Inserting a Chart
- Changing the Slide Layout

### SMARTART

- Understanding SmartArt
- Inserting a SmartArt Graphic
- Inserting Text Into SmartArt
- Adding Shapes Below
- Adding Shapes Above
- Adding Shapes Before and After
- Adding an Assistant
- Promoting and Demoting Shapes
- Switching SmartArt Right to Left
- Resizing SmartArt
- Changing the SmartArt Layout
- Applying a Colour Scheme
- Applying a SmartArt Style
- Deleting SmartArt Shapes

### SHAPES

- Drawing Shapes
- Resizing Shapes
- Editing Shapes
- Positioning Shapes
- Arranging Shapes
- Merging Shapes
- Formatting Shapes

- Using the Eyedropper
- Copying Shapes
- Aligning Shapes Using the Ribbon
- Aligning Objects Using Smart Guides
- Inserting and Formatting Text
- Connecting Shapes
- Grouping Shapes
- Rotating Shapes

### PREPARING FOR PRESENTATIONS

- Using Slide Sorter View
- Reusing Slides
- Adding Sections
- Adding Notes to Your Slides
- Slide Numbers
- About Hyperlinks
- Creating an Internal Hyperlink
- Creating a Hyperlink to Another Presentation
- Creating a Hyperlink to Another Application
- Keyboard Shortcuts for Navigating Slide Shows
- Using Resume Reading
- Presenting a Slide Show

### PRINTING YOUR PRESENTATION

- Understanding Printing
- Previewing Slides
- Printing Slides
- Printing Handouts
- Printing Notes Pages
- Printing the Outline

### GETTING HELP

- Understanding How Help Works
- Using Tell Me
- Accessing the Help Window
- Navigating the Help Window
- Using Google to Get Help
- Using Smart Lookup
- Printing a Help Topic

### BRILLIANT PRESENTATIONS

- Planning a Presentation
- Make It Readable
- The Four Pillars of Great Design
- Perfect Presentation Layouts
- Presenting Polished Presentations
- Presentation Methods and Hardware