

# Microsoft PowerPoint 2016 Introduction

*Create, print and publish real-world slide shows*

## Synopsis

Microsoft PowerPoint 2016 Introduction is designed for users to create real-world slide shows. You will learn how to create, print and publish presentations.

This workshop is a fundamentals course that will teach you how to create and navigate your presentations.

## Course Topics

- Getting to know PowerPoint 2106
- Your first presentation
- Work with presentations
- Working with text
- Slide layouts
- Smart Art
- Shapes
- Preparing for presentations
- Printing your presentation
- Getting help
- Brilliant presentations.

## Course Details

Delivery: Inhouse or Virtual delivery

Structure: Interactive Workshop

Time: 1 day

Class Size: Max 15

Cost: On request

## About the Trainer



Jack Coad is a Senior PC applications trainer having begun training in computing systems in 1980. Jack was a serving member of the RAAF in the CSD [Computing Services Division] and was responsible for all training for computer operators and electronic data processing operators.

Jack is an expert Microsoft Office Suite trainer, training at all levels and in all versions.