



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Microsoft® Office PowerPoint® 2016 Part 1 (Desktop/Office 365™)

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

Certification: Microsoft Office Specialist (MOS) PowerPoint 2016 —

Exam: 77-729

Course Description

When persons are asked to present important information so that the audience's focus is grabbed and maintained, *Microsoft Office PowerPoint 2016* is the tool to use. Gone are the days of flip charts or drawing on a whiteboard to illustrate your point. Today's audiences are tech-savvy, accustomed to high-impact multimedia content, and stretched for time. By learning how to use the vast array of features and functionality contained within PowerPoint 2016, participants will gain the ability to organize their content, enhance it with high-impact visuals, and deliver it with a punch. In this course, participants will use PowerPoint 2016 to begin creating engaging, dynamic multimedia presentations.

Target Audience

This course is intended for:

- Persons who wish to gain a foundational understanding of Microsoft PowerPoint 2016 that is necessary to create and develop engaging multimedia presentations.

Prerequisites

To attend this course, candidates must have:

- Familiar with using personal computers, and should have experience using a keyboard and mouse.
- Comfortable in the Windows® environment and can perform tasks such as launching and closing applications, navigating basic file structures, and managing files and folders.



Exam Details

Exam Code:	• 77-729
Length of Exam:	• 120 Minutes
Number of Questions:	• 40-60
Passing Score:	• 70%
Question Format:	• Multiple Choice

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Identify the basic features and functions of PowerPoint 2016.
- Develop a PowerPoint presentation.
- Perform advanced text editing operations.
- Add graphical elements to your presentation.
- Modify objects in your presentation.
- Add tables to your presentation.
- Add charts to your presentation.
- Prepare to deliver your presentation.

Course Topics

Module 1: Getting Started with PowerPoint

- Navigate the PowerPoint Environment
- View and Navigate a Presentation
- Create and Save a PowerPoint Presentation
- Use PowerPoint Help

Module 2: Developing a PowerPoint Presentation

- Select a Presentation Type
- Edit Text
- Build a Presentation



Course Topics *Continued*

Module 3: Performing Advanced Text Editing Operations

- Format Characters
- Format Paragraphs
- Format Text Boxes

Module 4: Adding Graphical Elements to Your Presentation

- Insert Images
- Insert Shapes

Module 5: Modifying Objects in Your Presentation

- Edit Objects
- Format Objects
- Group Objects
- Arrange Objects
- Animate Objects

Module 6: Adding Tables to Your Presentation

- Create a Table
- Format a Table
- Insert a Table from Other Microsoft Office Applications

Module 7: Adding Charts to Your Presentation

- Create a Chart
- Format a Chart
- Insert a Chart from Microsoft Excel®

Module 8: Preparing to Deliver Your Presentation

- Review Your Presentation
- Apply Transitions
- Print Your Presentation
- Deliver Your Presentation

ACTIVITIES INCLUDED