Microsoft PowerPoint 2016: Mac

Modality: On Demand

Duration: 30 Min

About the course:

MS PowerPoint 2016 for Mac is a first-class presentation tool with Online integration with iCloud and OneDrive.

Course Objective:

- How to open a presentation from a template
- How to choose a theme, layouts, insert a slide, duplicate slide, and reorder slide.
- Explore how to add a text box, format text box, insert an image, insert shape, format shape, insert SmartArt, insert a hyperlink, and insert comments
- How to add a transition between slides
- How to add an animation
- Understanding of view, printing, share and collaborate

Audience:

Anyone who want to enhance his/her skills on MS PowerPoint

Prerequisites:

This online training program required no prerequisites

Course Outline:

What's New?

- Theme variants features
- New format options pane
- Redesigned animations pane
- Comments pane
- Presenter view

Basics

- Create a new presentation
- Open an existing presentation
- Saving options

- View and navigate the presentation
- Printing options

Presentations

- Change the theme
- Slide master view/edit
- Add and remove slides
- Change the slide layout
- Rearranging slides
- Add a header or footer

Add Graphics and Images to a Slide

- Insert and format a picture
- Insert WordArt
- Insert SmartArt
- Insert and format a shape
- Align objects on a slide
- Group and ungroup objects
- Add audio
- Add video
- Add hyperlinks
- Add actions

Text, Tables, and Charts

- Insert text
- Add a bulleted or numbered list
- Create and format a table
- Insert and format a chart

Putting Your Presentation Together

- Insert and customize transitions
- Slide animations
- Set up and record a presentation

Collaborate and Share

https://www.quickstart.com/   Contact Us: (866) 991-3924

- Share presentations on OneDrive
- Insert and edit comments
- Protect your presentation

Presenting Your PowerPoint

- Presentation view
- Export to show
- Export to other formats

Knowledge Assessments

- Basics
- Presentations
- Add Graphics and Images to a Slide
- Text, Tables, and Charts
- Putting Your Presentation Together
- Collaborate and Share
- Presenting Your PowerPoint