

Document Generated: 12/18/2025

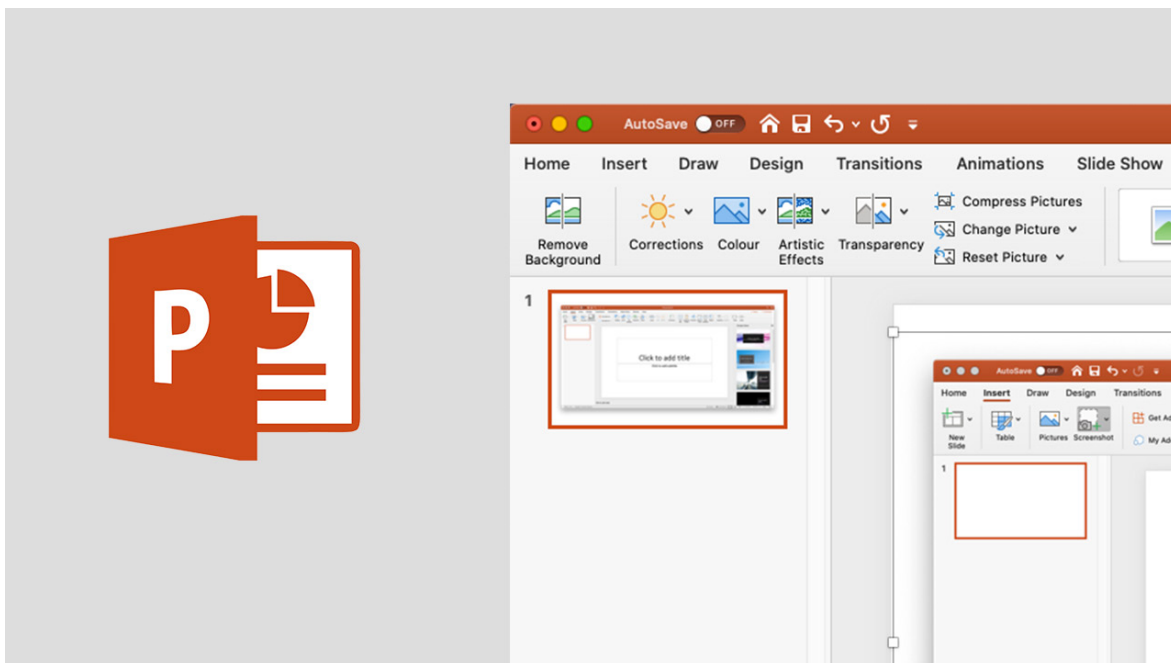
Learning Style: On Demand

Technology: Microsoft

Difficulty: Beginner

Course Duration: 1 Hour

PowerPoint 2016 Beginner



About this course:

With the help of this course, users to MS PowerPoint 2016 will become familiar with the fundamental elements of the application and the process to make presentations. PowerPoint 2016 is a graphical and visual application, basically utilized for making the presentation. With the help of PowerPoint, the user can view, make, and present slide shows that join shapes, text, pictures, animations, graphs, videos, charts, and significantly more.

PowerPoint is a standard of all types of businesspeople as any individual who wants to create a presentation has to realize how to viably utilize this product. PowerPoint encourages you to make visual setups to go with and improve your

skills.

This course includes;

- Adding Slides
- Working with Slides
- Working with Text
- Working with and Adding Text Boxes
- Standard Bullets
- Fancy Bullets
- Word Art
- Saving to OneDrive
- Playing Slideshows
- Using Tell Me
- Inserting Pictures
- Arranging
- Cropping Pictures
- Picture Effects - Part 1
- Picture Effects - Part 2
- Removing Backgrounds
- Screenshots
- Shape Drawings
- Slide Transitions
- Animating Bullets
- Speaker Notes
- Practice Project

Audience:

This course is focused on anybody, irrespective of professional background or occupation, who is looking for an essential comprehension of PowerPoint.

Prerequisites:

No prerequisites to take this course.

Course Outline:

Working with Slides and Text

- Tour
- Adding Slides
- Working with Slides
- Working with Text
- Working with and Adding Text Boxes
- Standard Bullets
- Fancy Bullets
- Word Art
- Saving to OneDrive

- Playing Slideshows
- Using Tell Me

Working with Pictures and Transitions

- Inserting Pictures
- Arranging
- Cropping Pictures
- Picture Effects - Part 1
- Picture Effects - Part 2
- Removing Backgrounds
- Screenshots
- Shape Drawings
- Slide Transitions
- Animating Bullets
- Speaker Notes
- Practice Project