



TAN DUC INFORMATION TECHNOLOGY SCHOOL JSC

Address: 103 Pasteur, Dist.1, HCMC

Tel: 08 38245819; 38239761

Email: traincert@tdt-tanduc.com

Website: www.tdt-tanduc.com; www.tanducits.com

Let's Reach For Excellence!

Microsoft PowerPoint 2016

Duration: 02 days



COURSE OBJECTIVES:

- Create attractive electronic presentations and printed publications
- Incorporate professional design elements
- Use built-in tools to capture and edit graphics
- Include audio, video, and animated elements
- Supercharge your efficiency by creating custom slide masters and layouts
- Present data in tables, diagrams, and charts

COURSE OUTLINE

PART 1 Get Started

Chapter 1 Introduction

- Work in the Word user interface
- Manage Office and app settings

Chapter 2 Create and manage presentations

- Create presentations
- Open and navigate presentations
- Display different views of presentations
- Display and edit presentation properties
- Save and close presentations

Chapter 3 Create and manage slides

- Add and remove slides
- Divide presentations into sections
- Rearrange slides and sections
- Apply themes
- Change slide backgrounds

PART 2: Insert and manage slide text

Chapter 4 Enter and edit text on slides

- Enter text on slides
- Move, copy, and delete text
- Format characters and paragraphs
- Apply WordArt text effects
- Check spelling and choose the best wording

Chapter 5 Present text in tables

- Insert tables

- Format tables
- Modify table structure
- Embed and link to Excel content

PART 3: Insert and manage visual elements

Chapter 6 Insert and manage simple graphics

- Insert, move, and resize pictures
- Edit and format pictures
- Draw and modify shapes
- Capture and insert screen clippings
- Create a photo album

Chapter 7 Create and manage business graphics

- Create diagrams
- Modify diagrams
- Format diagrams
- Create charts
- Modify charts
- Format charts

Chapter 8 Add sound and movement to slides

- Animate text and pictures on slides
- Customize animation effects
- Add audio content to slides
- Add video content to slides
- Compress media to decrease file size
- Add and manage slide transitions

PART 4 Finalize presentations

Chapter 9 Review presentations

- Add notes to slides
- Configure slides for presentation or printing
- Inspect and finalize presentations
- Print presentations and handouts

Chapter 10 Prepare and deliver presentations

- Adapt presentations for different audiences
- Rehearse a presentation and set slide timings
- Present slide shows

PART 5 Use advanced PowerPoint functions

Chapter 11 Work in PowerPoint more efficiently

- Change default PowerPoint options
- Customize the Quick Access Toolbar
- Customize the ribbon
- Manage add-ins and security options

Chapter 12 Create custom presentation elements

- Create custom themes
- Customize slide masters and layouts
- Save custom presentation templates

Chapter 13 Save and share presentations

- Save presentations in other formats
- Share presentations from PowerPoint
- Restrict access by using passwords
- Add and review comments
- Coauthor presentations