



PowerPoint 2016 Interface

- Screen Elements
- PowerPoint Options
- Quick Access Toolbar
- Ribbon
- Create a Folder
- Close files
- Open presentations
- Aero Peek Preview

Section 1 - Office Integration

- Create a Word Outline
- From List to SmartArt
- Add Text to SmartArt
- Create Handouts in Word
- Insert Charts
- Copy and Paste Existing Excel Chart
- Update and Edit Links
- Import Data or Charts as Objects
- Link to Another File Type

Section 2 - Slide Themes & Objects

- Format the Presentation
- Change Theme Color
- Apply a Theme to Selected Slides
- Add Shapes
- Shape and Text Effects
- Duplicate, Group/Ungroup Objects
- Customize a Theme
- Slide Background
- Add SmartArt

Section 3 - Finishing Touches

- Animation
- Bulleted Lists
- Three Es of Animation
- Slide Show View
- Animation and Automatic Display
- Spelling and Grammar

Section 4 - Working with Masters

- View Slide Master
- Insert a Logo
- Set Transparent Color
- Apply Custom Background
- Rearrange Objects on the Slide
- Headers and Footers
- Notes Master
- Handout Master

Section 5 - Making the Presentation

- Effective Slide Design
- Notes Pages
- Audience Handouts
- Create Handouts with Notes in Word
- Package for CD
- Present Online
- Hyperlinks
- Action Buttons
- Ink Annotations

Section 6 - Multimedia

- Add a CD Audio Track
- Add a Windows Media Audio File
- Play a Wave File
- Continuous Play
- Video Clips
- Watch a Video Online

Section 7 - Creating a Template

- New Title Master Slide
- Create/Delete Slide Layouts
- Use Custom Templates
- Presentation Properties

Appendix - Recording Audio & Narration