Microsoft PowerPoint 2016, Part 2 of 5: PowerPoint Basics

Meet the expert: Leeanne McManus is a nationally renowned trainer, facilitator, and productivity expert who has conducted thousands of sessions over the past decade. While widely recognized for helping end-users, departments, and organizations learn how to maximize their software products, most notably Office 365 and Adobe, Leeanne also facilitates sessions to enhance productivity and performance through soft skills development. Her professional background includes Human Resources, Operations, and Talent and Development.

Prerequisites: This course assumes that students are familiar with the basic use of Windows and common use of the mouse and keyboard. No prior experience with PowerPoint is assumed.

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Course description: In this course, Productivity expert Leeanne McManus gives a closer look at the fundamentals of using PowerPoint, including utilizing and navigating different views such as slide-sorter view. She will discuss formatting typical objects and reveal how formatting options may be different from other programs you may be used to using. Finally, Leeanne will show you different ways to move and manipulate some of the information in your presentation to get the most out of PowerPoint.

Course outline:

Starting with Slides
- Introduction
- Starting with Slides
- Modify the Layout
- Reset Slide Properties
- Sections
- Demo: Add Slides
- Demo: Slide Layout
- Demo: Sections
- Summary

Exploring the Presentation
- Introduction
- Exploring the Presentation
- Status Bar
- Changing Views
- Zoom
- Demo: Status Bar
- Demo: Changing Views
- Demo: Multiple Authors
- Summary

Select, Edit, and Modify
- Introduction
- Select, Edit, and Modify
- Mini Toolbar Formatting
- Quick Click for Fast Modifying
- Quick Preview
- Demo: Select, Edit, and Modify
- Summary

Working with PowerPoint
- Introduction
- Working with PowerPoint
- Demo: Slides and Layout
- Demo: Objects
- Summary

Font Group
- Introduction
- Formatting - Font Group
- Demo: Font Group
- Demo: Font Options
- Summary

Paragraph Group
- Introduction
- Formatting - Paragraph Group
- Demo: Paragraph Group
- Demo: Formatting Lists
- Demo: SmartArt
- Demo: Other Paragraph Options
- Summary

Drawing Group
- Introduction
- Formatting - Drawing Group
- Demo: Drawing Group
- Demo: Formatting Shapes
- Summary

Using Clipboard Functions
- Introduction
- Clipboard Group
- Demo: Clipboard Options
- Demo: Clipboard Formatting
- Demo: Clipboard Group
- Summary

Drag and Drop Content
- Introduction
- Demo: Rearrange Objects
- Drag and Drop Content
- Demo: Drag and Drop
- Summary