ANNE ARUNDEL COMMUNITY COLLEGE

Microsoft PowerPoint Level 1- 2016

POWERPOINT 2016 CHAPTER 1:
CREATING AND DELIVERING A PRESENTATION

Getting Started with PowerPoint
    Navigating the PowerPoint Window
    Inserting Text
Using Document Themes
    Choosing a Theme
    Choosing Slide Sizes
Creating a Basic Presentation
    Adding Slides
    Bulleted Lists
    Choosing the Slide Layout
    Aligning Text
Delivering the Slide Show
    Navigating Through a Slide Show

POWERPOINT 2016 CHAPTER 2:
DESIGNING AND PRINTING THE PRESENTATION

Working with Slides
    Copying Text and Objects
Working with Outlines
    The Outline Panel
    Collapsing and Expanding Slides
    Deleting Slides
Formatting Your Presentation
    Formatting Text
    Setting Line Spacing
    Setting Paragraph Alignment
Using the Slide Sorter
Printing Your Presentation
    The Print Shortcut
    Printing Handouts
    Handout Masters
    Slide Footers

POWERPOINT 2016 CHAPTER 3:
ADDING GRAPHICS AND ANIMATION

Working with Online Pictures
    Using Text and Object Layouts
    Deleting Placeholder Text
    Searching for Pictures with the Insert Pictures
       Search Window
    Moving, Sizing, and Rotating Objects
    Stacking Objects
    Formatting Pictures
Adding Other Graphics
    Removing a Background
    Applying Artistic Effects
    Inserting a Screenshot
    Working with Shapes
Working with Slide Transitions
    Creating Transitions in Slide Sorter View

POWERPOINT 2016 CHAPTER 4:
ADDING MULTIMEDIA TO PRESENTATIONS

Working with Multimedia
    Types of Multimedia
    Linked Media Files
    Organizing Media with Subfolders
Using Audio in Presentations
    Audio File Types
    Adding Audio to a Presentation
    Inserting and Linking
    Configuring Audio Options
    Configuring Audio Styles
    Linking Audio
Using Video in Presentations
    Using Online Videos
    Using Video from Your Computer
    Using Screen Recordings
    Editing Videos
    Applying Video Effects
    Setting Video Options