

## Microsoft PowerPoint Level 2- 2016

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### **POWERPOINT 2016 CHAPTER 1: ADDING CHARTS TO A PRESENTATION**

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- Inserting Charts
  - Embedded Charts
  - Editing Chart Data
  - Formatting Charts
  - Modifying Charts
  - Changing Chart Style and Color Scheme
- Working with External Excel Documents
  - Only Data Is Linked
  - Linking Excel Charts
  - Paste Options
  - Effects of Linking
  - Editing the Source (Linked) Document
  - Maintaining Healthy Links
- Creating SmartArt Diagrams
  - Inserting and Formatting SmartArt Graphics
  - Formatting SmartArt
  - Adding Elements to SmartArt

### **POWERPOINT 2016 CHAPTER 2: USING TABLES IN PRESENTATIONS**

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- PowerPoint Tables
  - Entering Data in Tables
  - Navigating Table Cells
  - Resizing and Moving Tables
  - Aligning a Table
  - Formatting Data in Cells
  - Aligning and Formatting Cell Entries
  - Adjusting Column Widths and Row Heights
  - Adding and Deleting Rows and Columns
  - Adding Non-Text Data to Cells
  - Merging and Splitting Cells
- Customizing Tables
  - Table Styles

### **POWERPOINT 2016 CHAPTER 3: COLLABORATING WITH OTHERS ONLINE**

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- Collaborating Online
  - The Review Cycle
- Sharing Files
  - Sharing via Email
  - Selecting an Email Program
  - The Send Using Email Pane
  - Opening an Attached Presentation
- Working with Comments
  - Reading Comments
  - Setting the Comment Name
  - Attaching Comments
  - Editing and Deleting Comments
  - Writing Effective Comments
- Comparing and Merging Presentations
  - Viewing Multiple Presentations
  - Cleaning Up

### **POWERPOINT 2016 CHAPTER 4: READYING A PRESENTATION FOR FINAL DELIVERY**

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- Finalizing a Presentation
  - Creating Speaker Notes
  - Editing Document Properties
- Using Find and Replace
  - Three Useful Options
- Using Hyperlinks in Presentations
  - Inserting Hyperlinks
  - Creating Hyperlinks for Slide Navigation
  - Repairing and Removing Hyperlinks