

Microsoft®

# PowerPoint® 2016

## Certification Guide

Courseware 3266 Exam 77-729 ISBN 978-1-55332-475-1

### Course Description

This *Microsoft PowerPoint 2016 Certification Guide* teaches the information worker how to create and manage presentations using a variety of core and intermediate features. Some topics may appear to be basic skill sets but are discussed in more detail, exploring at a higher level different options that can be chosen or applied for that skill set.

Students who complete this course will have reviewed all of the exam objectives and be prepared to take the Microsoft Office Specialist PowerPoint 2016 Exam #77-729. Successful completion of the certification exam provides a competitive advantage by validating the knowledge and skill sets for individuals who may be seeking employment or further job opportunities in their careers.

Suggested Course Length: 20-25 Hours

### Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the *Microsoft Windows* course or have equivalent Microsoft Windows knowledge and experience.

- start and run Windows
- use the taskbar
- use the Start button
- use the Help feature
- use Minimize, Restore Down/Maximize, or Close
- use the left and right mouse buttons appropriately
- understand file management techniques
- navigate between files, folders, or drives

**About This Courseware**

Courseware Description  
 Course Design  
 Course Objectives  
 Conventions and Graphics

**Lesson 1: Getting Started**

Lesson Objectives

What is PowerPoint?

- Starting PowerPoint
- Creating New Presentations
- Looking at the PowerPoint Window
- Moving Around in Presentations
- Opening a Presentation
- Closing a Presentation
- Using the Ribbon
- Viewing Screen Tips
- Using the Quick Access Toolbar
- Changing Slide Size Options
- Arranging Windows
- Switching Between Presentations
- Viewing a Presentation in a New Window

Managing Presentation Files

- Saving Presentations
- Saving Presentations to OneDrive
- Maintaining Backward Compatibility
- Modifying Presentation Properties
- Viewing Presentations

Lesson Summary

Review Questions

**Lesson 2: Working with Slides**

Lesson Objectives

Using Themes

- Applying Themes
- Modifying Themes
- Formatting Slide Backgrounds

Understanding Slide Layouts

- Applying Slide Layouts
- Formatting Placeholders
- Customizing Slide Layouts
- Using Gridlines and Guides

Understanding Slide Masters

- Using Slide Master View
- Modifying an Existing Slide Layout
- Applying Modified Layouts to Slides

Managing Slides

- Inserting New Slides
- Duplicating Slides
- Hiding and Showing Slides
- Inserting Slides from Existing Presentations
- Inserting Slides from an Outline

Deleting Slides

Adding Footers, Date and Slide Numbers

Organizing Slides

Using the Slide Sorter

Rearranging Slides

Using Sections

Lesson Summary

Review Questions

**Lesson 3: Working with Text**

Lesson Objectives

Using an Outline

- Using the Outline View
- Importing Text File Outlines
- Importing Word Document Outlines

Adding Text

Inserting Text on a Slide

Deleting Text on a Slide

Modifying Text on a Slide

- Using the Spelling Checker
- Using the Thesaurus
- Using Smart Lookup
- Cutting, Copying, and Pasting Text
- Using the Office Clipboard
- Using Drag and Drop

Using Bullets and Numbering

- Applying Bullets
- Applying Numbering
- Promoting and Demoting Lists

Formatting Text

- Using the Format Painter
- Clearing Formatting

Formatting Paragraphs

- Horizontal Alignment
- Add or Remove Columns
- Line Spacing
- Paragraph Spacing
- Changing the Direction of Text
- Changing the Vertical Position of Text

Setting Tabs

- Creating Tabs with the Tab Selector
- Creating Tabs with the Tabs Dialog Box

Using Text Boxes

- Sizing and Positioning Text Boxes
- Changing the Order, Alignment, Orientation and Rotation
- Rotating a Text Box
- Reusing Formatting

Using WordArt

- Inserting, Modifying, and Deleting WordArt

Changing the WordArt Shape

Formatting WordArt

Lesson Summary

Review Questions

**Lesson 4: Working with Charts and Tables**

Lesson Objectives

Working with Charts and Tables

Inserting Charts

- Changing the Chart Type
- Selecting and Editing Chart Data
- Changing the Chart Layout and Style

Understanding Chart Elements

- Selecting Chart Elements
- Formatting Chart Elements
- Changing the Size and Position of a Chart Element

Adding Chart Elements

Modifying Chart Parameters

Importing from Other Applications

- Understanding Embedding and Linking

Importing an Excel Chart

Inserting an Excel Workbook

Using Tables

- Creating Tables from Scratch
- Copying and Pasting a Table from Word or Excel

Inserting a Portion of an Excel Worksheet as a Table

Inserting an Excel Worksheet as a Table

Selecting Elements and Moving within a Table

Modifying Tables

Changing the Size or Position of a Table

Changing the Size of a Row or Column

Inserting and Deleting Rows or Columns

Merging and Splitting Rows or Columns

Formatting a Table Changing the Alignment or Orientation

Lesson Summary

Review Questions

**Lesson 5: Adding Multimedia Elements**

Lesson Objectives

Using Multimedia Elements

Working with Shapes

Formatting Shapes

- Adjusting, Changing, and Editing Shapes
- Arranging Shapes
- Creating Custom Shapes
- Working with Pictures
  - Inserting Pictures
  - Adjusting Pictures
  - Applying Styles and Effects to Pictures
  - Arranging Pictures
  - Resizing and Cropping Pictures
- Inserting and Modifying Hyperlinks
- Inserting and Modifying Action Buttons
- Working with SmartArt
  - Choosing a SmartArt Layout
  - Modifying SmartArt Shapes
  - Using SmartArt Styles
  - Changing the Orientation
  - Converting SmartArt to Text or Shapes
- Lesson Summary
- Review Questions
- Lesson 6: Enhancing Presentations**
- Lesson Objectives
- Audio and Video Media
  - Inserting Audio
  - Inserting Video
  - Inserting a Screen Recording
  - Compressing and Optimizing Media
- Using Transitions
  - Inserting Transitions between Slides
  - Changing the Duration of Transitions
  - Modifying Transition Effect Options
  - Managing Multiple Transitions
- Using Animations
  - Applying Animations to Objects
  - Applying Motion Path Animations
  - Changing Animation Settings and Options
  - Applying Animations to Text
  - Using the Animation Painter
  - Changing the Order of Animations
  - Removing Animations
- Lesson Summary
- Review Questions
- Lesson 7: Preparing the Slide Show**
- Lesson Objectives
- Reviewing Presentations
- Using Comments
  - Inserting Comments
  - Editing and Replying to Comments
  - Tracking Changes

- Customizing the Presentation
  - Adding Speaker Notes
  - Creating Handouts
  - Embedding Fonts
- Proofing a Presentation
  - Manually Proofing a Presentation
  - Using the Accessibility and Compatibility Checkers
  - Ensuring a Presentation is Compatible
  - Setting Up a Slide Show
  - Using Presentation Tools
  - Using the Presenter View
  - Rehearsing a Presentation
  - Customizing Rehearsed Timings
  - Recording a Presentation
  - Creating Custom Slideshows
  - Presenting Online
- Lesson Summary
- Review Questions
- Lesson 8: Sharing Presentations**
- Lesson Objectives
- Reducing the Size of a Presentation File
  - Compressing and Optimizing Media
  - Compressing Pictures
  - Discarding Picture Editing Information
- Inspecting a Presentation
  - Using the Document Inspector
  - Protecting a Presentation
  - Encrypting Presentations with a Password
  - Marking a Presentation as Final
  - Restricting Access
  - Adding a Digital Signature
- Exporting Presentations in Other Formats
  - Save in an Earlier PowerPoint Format
  - Creating PowerPoint Shows
  - Saving a Presentation as PDF or XPS Document File
  - Saving a Presentation as Images
  - Saving a Presentation as a Video
  - Save a Presentation as an Outline
  - Saving a Presentation as an OpenDocument
  - Packaging Presentations for CD
- Printing a Presentation
- Sharing a Presentation
  - Share with People
  - Emailing a Presentation
  - Publishing Slides

- Lesson Summary
- Review Questions
- Appendices**
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- Appendix B: Glossary of Terms
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