PPT16-B - MS PowerPoint 2016 basic course

Microsoft - PowerPoint - Office

Durata:	Lingue:	Certificazione:
1 Giorno	**Italiano**	**-**

Descrizione del corso

The aim of the course is to introduce participants to the use of Microsoft PowerPoint 2016

Programma

1. Introduction to Microsoft PowerPoint
• Opening, closing and saving a file in the new format
• Saving a file in backwards compatibility mode
• The ribbon bar and the backstage
• The new box “tell me what you want to do”
• The tree diagram and the note pane
• Saving and closing a presentation
• Saving in the read-only mode
2. Creating a presentation
• Adding and editing slides
• Choosing the slide layout
• Title-only slides and content slides
• Viewing the presentation
3. Working on the format
• Changing the text font in a slide
• Changing the slide background
• Adding a background to each slide
4. Content slides
• Adding pictures in a slide

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- Adding charts
- Adding tables
- Adding and customizing SmartArt graphics
- The drawing tools and the text box

5. Animation effects

- Adding an animation effect to an object
- Editing and deleting an animation effect
- Adding transition effects
- Adding sound effects to an animation
- Creating a self-running presentation

6. Printing

- The print options
- Printing several slides on one page
- Printing slides, handouts and notes

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