



Microsoft PowerPoint 2016

Basic to Intermediate



A Division of GIL Consultancy Pte Ltd
Building Foundations for Excellence

Delivering a presentation in the office to your colleagues and bosses or presenting to a public audience in seminars is becoming an essential skill in today's work life.

In any stand up presentation there are **two critical components** to a great presentation, your delivery and your slides. They require two different sets of skills. This course focuses on your presentation slides which serves as an aid for your audience and to your delivery. PowerPoint builds slides only and slides by themselves do not win deals but it acts as an indicator of **your professionalism and quality**.

In our 2-day Microsoft PowerPoint 2016 Basic to Intermediate hands-on course you will learn the proper workflow of putting together a presentation. It will highlight the process from start (when you are given a topic) to end (the PowerPoint slides). They go hand in hand which saves time and enables you to be more productive and focused.

This Course is For

Learners with zero to little knowledge of using Microsoft PowerPoint 2016.

Public Sector: Division 1, 2, 3 & 4

Private Sector: Applicable to All

Duration

2 Days (14 hours)

Course Fee (after GST)

\$\$342.40

Check the website for up-to-date course details and pricing

Eligible for

✓ SkillsFuture Credit ✓ SDF Grant

SkillsFuture/SDF ID: **CRS-N-0041741**



Complimentary refreshment will be provided for morning and afternoon tea break.



Certificate of Attendance will be given subject to 90% attendance.



No Exam! Ample hands on practice to master lessons taught.



Local native speaking Trainers with more than 20 years of experience

Register now:

E-mail/Fax with Registration form

Online Sign Up via our website here

Via HRMS-2 / ACE System*

Call Us 6423-1183

For government ministries on HRMS-2 or ACE portals inform your Training Coordinator of our Course Code: **VTLOKPBX6 and Course Date. Be sure to inform them that the Training Provider is **Oaks Training***

Supported by:



SkillsConnect SDF Approved Course

Course Outline

Getting Started

- The Different Parts of the Screen
- Working with the Quick Access Toolbar
- Setting Slide Size
- Open, Close and Save a Presentation

Working with PowerPoint Views

- The Normal/Notes Pages/Slide Sorter/Reading View

Starting a New Presentation

- Use the Blank Presentation
- Use the Templates
- Use the Themes

Working with Master Views

- Get Into/Exit from the Slide Master View
- Set the Presentation Appearance
- Work with the Slide Master Layout
- Save a Custom Design Template
- Display and Close the Handout Master
- Display and Close the Notes Master

Customising Slide Appearances

- Apply a New Background
- Apply a Gradient Background
- Apply a Texture Background
- Apply a Picture Background
- Apply/Create a Colour Scheme & Font Theme
- Apply a Design to Selected or All Slides
- Insert Header and Footer

Managing Slides

- Add/Delete/Change a Slide Layout
- Duplicate a Slide from the Slides Group/Tab
- Add/Delete/Rearrange Slides
- Reuse Slides (From Other Presentations)
- Organize Your Slides into Logical Sections

Working with Text

- Select a Word/Multiple Words/Paragraph
- Insert/Delete Points
- Find and Replace Text
- Spell Check
- Insert Symbol

Formatting Text

- Change the Font/Font Size/Font Style
- Change Text Alignment/Line Spacing
- Change a Bullet Character
- Change a Custom/Picture Bullet Character
- Change Numbering Format
- Using the Format Painter – Copy Formatting

Adding Objects

- Insert/Format WordArt
- Handle Online Pictures and Pictures
- Add a Screen Shot to a Slide

Shapes, Text Boxes and SmartArt

- Insert Shapes
- The Grid and Drawing Guide
- Add a Text Box
- Delete/Move/Copy/Resize/Rotate an Object
- Select and Deselect Multiple Objects
- Change the Sequence Order of Objects
- Group/Ungroup Objects
- Align/Distribute/Format Objects
- Insert/Create/Replace SmartArt Graphics
- Enter Text on a SmartArt

Selection and Visibility Pane

- Display the Selection and Visibility Pane
- Change the Sequence Order of Objects
- Rename the Object Names
- Hide/Show Objects in a Slide

Printing Presentations

- Print Preview & Preview a Grayscale Printout
- Printing Presentation

Transitions and Animations

- Add/Remove Slide Transition Effects
- Use Transitions with 3D Motion Effects
- Apply Single/Multiple Animation to an Object
- View a List of Animation Apply On the Slide
- Set Effect Options & Animation Timing
- Reorder Animation Sequence
- Change Animation Effect

Running Slide Show

- Execute a Presentation
- Advancing Slides Techniques
- Set Up a Slide Show
- Rehearse a Slide Show
- Change Slide Timings
- Hide Slides

Course Track

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Basic to Intermediate

↓
Advanced