

**Document Generated:** 12/08/2025

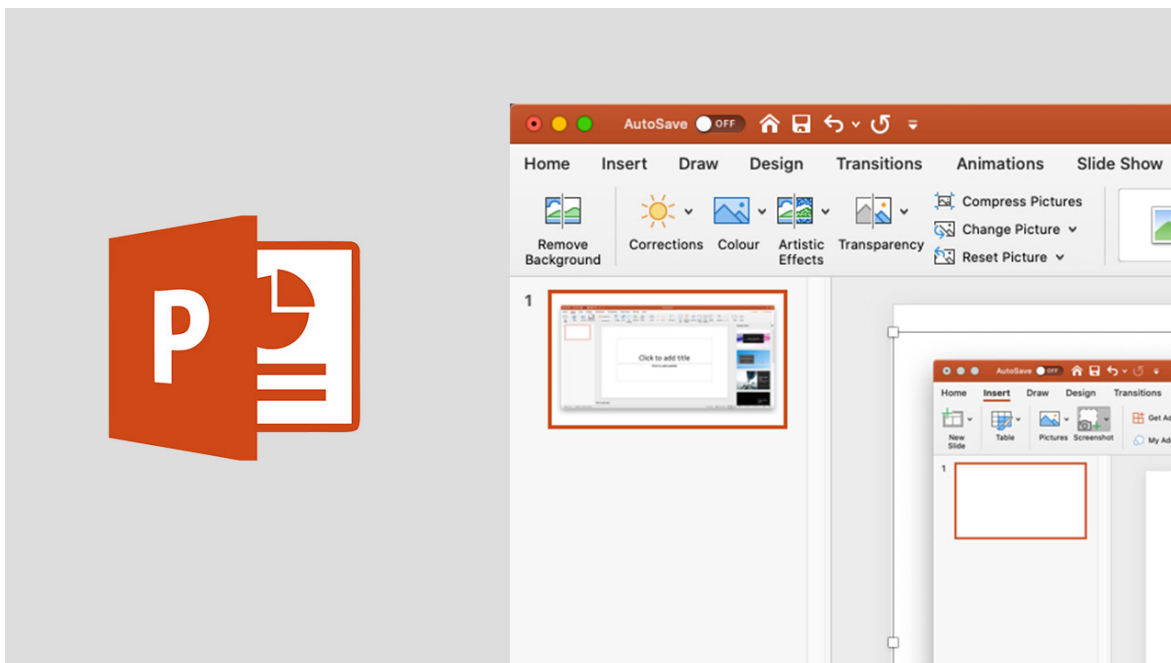
**Learning Style:** On Demand

**Technology:** Microsoft

**Difficulty:** Beginner

**Course Duration:** 1 Hour

## PowerPoint 2016 Beginner



In this course, new users to Microsoft PowerPoint 2016 will learn basic functions of the application and how to make presentations. PowerPoint 2016 is a visual and graphical application, primarily used for creating presentations. With PowerPoint, users can create, view, and present slide shows that combine text, shapes, pictures, graphs, animation, charts, videos, and much more.

PowerPoint is a standard for business people of all types as anyone who needs to make a presentation needs to know how to effectively use this software. PowerPoint helps you create visual displays to accompany and enhance your presentations.

### Audience

This course is aimed at anyone, regardless of occupation or professional background, who is seeking a basic understanding of PowerPoint.

## **Prerequisites**

There are no prerequisites to take this course.

## **Course Outline:**

### **Working with Slides and Text**

- Tour
- Adding Slides
- Working with Slides
- Working with Text
- Working with and Adding Text Boxes
- Standard Bullets
- Fancy Bullets
- Word Art
- Saving to OneDrive
- Playing Slideshows
- Using Tell Me

### **Working with Pictures and Transitions**

- Inserting Pictures
- Arranging
- Cropping Pictures
- Picture Effects - Part 1
- Picture Effects - Part 2
- Removing Backgrounds
- Screenshots
- Shape Drawings
- Slide Transitions
- Animating Bullets
- Speaker Notes
- Practice Project