

## PowerPoint 2016 - Level 1

The PowerPoint 2016 - Level 1 course covers topics included in the Microsoft Office Specialist (MOS) exam 77-729. You will learn how to navigate presentations, use views and modify Options. You will also create slides, import text and Word outlines, and apply themes and templates.

The estimated time to complete this course is 2 hours and 53 minutes.

### Introducing PowerPoint 2016

#### Screen Components

- Starting PowerPoint
- PowerPoint Screen
- Backstage View
- Ribbons
- Dialog Box Launchers
- Contextual Tabs
- Task Panes
- Comments Button
- Status Bar
- View Buttons
- Zoom Slider
- Fit Slide to Current Window
- Status Bar Display Options
- Quick Access Toolbar
- Taskbar
- Smart Tags
- Closing PowerPoint

#### Presentation Views

- Using Presentation Views
- Normal View
- Outline View
- Navigation Pane
- Slide Sorter View
- Slide Show View
- Reading View
- Notes Page View

#### Navigating Presentations

- Navigating in Normal View
- Next and Previous Slide Buttons
- Keyboard Navigation
- Navigation Pane
- Navigating in Outline View
- Navigating in Reading View
- Changing Slide Pane Zoom
- Changing Navigation Pane Zoom
- Navigating in Notes Page View

#### Creating Presentations

#### Creating Presentations

- Creating Presentations
- Using Blank Presentations
- Choosing Slide Layouts
- Using Placeholders
- Adding New Slides
- Bullet Point Text Levels
- Using the New Slide List
- Inserting On-line Pictures
- Importing Text Files
- Importing Word Outlines

If you require any further information please contact NYES:

T: 01609 533222

E: [nyes@northyorks.gov.uk](mailto:nyes@northyorks.gov.uk)

[www.nyeducationsservices.co.uk](http://www.nyeducationsservices.co.uk)

 [@nyedservices](https://twitter.com/nyedservices)

## Using Themes and Templates

- Themes and Templates
- Previewing Themes
- Applying Themes
- Searching for Templates
- Apply Filters to Searches
- Custom Searches
- Pin Templates to List
- Applying Templates

## Modifying PowerPoint Options

### PowerPoint Options


- PowerPoint Options
- General Options
- Proofing Options
- Save Options
- Language Options
- Advanced Options
- Customize Ribbon Options
- Quick Access Toolbar Options
- Add-ins Options
- Trust Center Options

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