

PowerPoint 2016 - Level 2

The PowerPoint 2016 - Level 2 covers topics included in the Microsoft Office Specialist (MOS) exam 77-729. You will learn how to create and manage presentations, move and copy slides, and use Save As. You will also format text, alter slide backgrounds and use Slide Masters.

The estimated time to complete this course is 4 hours and 0 minutes.

Slide Development

Slide Development

- Applying Themes
- Applying Variants
- Changing Slide Layouts
- Using Placeholders
- Editing Slides
- Adding Basic Notes
- Adding New Slides
- Adding Pictures
- Inserting Media
- Adding Charts
- Adding Online Images
- Adding Media Clips
- Adding Tables
- Adding SmartArt

Opening, Saving and Closing

- Opening Presentations
- Navigating the Open Box
- Changing Views
- Modifying Presentation Properties
- Opening Recent Presentations
- Saving New Presentations
- Using Save As
- Saving in Other File Formats
- Saving as a Template
- Saving in Rich Text Format
- Saving as a PowerPoint Show
- Saving Existing Presentations
- Closing Presentations

Moving, Copying and Formatting

Moving and Copying


- Moving and Copying
- Moving Slides
- Moving Slides Between Files
- Paste Options Smart Tag
- Copying Slides
- Duplicating Slides
- Collecting Multiple Items
- Pasting Multiple Items
- Deleting Clipboard Items
- Deleting Text and Images
- Undoing Actions
- Redoing Actions
- Deleting Slides

If you require any further information please contact NYES:

T: 01609 533222

E: nyes@northyorks.gov.uk

www.nyeducationsservices.co.uk

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

Formatting Text

- Formatting Text
- Applying Quick Styles
- Changing the Font Size
- Aligning Text
- Changing Text Colours
- Changing Case
- Switching to Outline View
- Selecting Text in Outline Pane
- Outline Pane Formatting
- Applying Text Attributes
- Using the Format Painter
- Removing Bullet Points
- Changing Bullet Point Styles
- Changing Bullets to Numbers
- Changing Numbering Style
- Changing Line Spacing
- Indenting Bullet Points
- Adding Columns

Changing Slide Backgrounds

- Themes
- Applying Themes
- Design Colour Schemes
- Applying to Selected Slides
- Changing Background Styles
- Formatting Backgrounds
- Gradient Fill
- Picture Fill
- Creating Custom Colours

Using Slide Masters

- Slide Masters
- Changing Font Colours
- Inserting Pictures
- Removing Objects
- Creating New Slide Layouts
- Changing Backgrounds
- Inserting Text Boxes
- Renaming Slide Layouts
- Saving Custom Themes
- Applying Custom Themes
- Inserting New Slide Layouts

If you require any further information please contact NYES:

T: 01609 533222

E: nyes@northyorks.gov.uk

www.nyeducationsservices.co.uk

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