

PowerPoint 2016 - Level 3

The PowerPoint 2016 - Level 3 course covers topics included in the Microsoft Office Specialist (MOS) exam 77-729. You will learn how to import slides, outlines, and create SmartArt, Hyperlinks, sections and headers. You will also create photo albums, text boxes and set print options.

The estimated time to complete this course is 2 hours and 59 minutes.

Creating Slide Content

Adding and Removing Slides

- Inserting Existing Slides
- Importing Slides from Word
- Saving Presentation Outlines
- Importing Word Outlines
- Saving Slides as Images
- Viewing Exported Images
- Deleting Multiple Slides

SmartArt and Hyperlinks

- Formatting Text
- Changing Text Direction
- Converting Text to SmartArt
- Creating Hyperlinks
- Linking Worksheet Ranges
- Using Paste Special

Headers/Footers and Sections

- Headers and Footers
- Adding Footer Text
- Adding Slide Numbers
- Applying Headers and Footers
- Inserting Date and Time Fields
- Using Sections
- Naming Sections
- Expand and Collapse Sections
- Moving Sections
- Removing Sections

Formatting Text Boxes

- Text Boxes
- Creating Columns
- Adjusting Column Spacing
- Changing Background Colour
- Changing Text Box Shapes
- Formatting Text
- Autofit
- Text Box Margins
- Text Alignment
- Setting as Default

Photo Albums


- Photo Albums
- Creating Photo Albums
- Changing Picture Order
- Modifying Photos
- Inserting Text Boxes
- Photo Album Text
- Adding Image Effects

If you require any further information please contact NYES:

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Printing Options


- Printing Presentations
- Viewing in Black and White
- Grayscale View
- Changing the Slide Size
- Printing Options
- Notes Pages
- Outline View
- Handouts
- Printing in Black and White
- Printing All Slides
- Print Ranges
- Using Print Preview

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