

PowerPoint 2016 - Level 5

The PowerPoint 2016 - Level 5 course covers topics included in the Microsoft Office Specialist (MOS) exam 77-729. You will learn how to create and modify tables and charts. You will also apply transition effects and create animations and set options.

The estimated time to complete this course is 3 hours and 34 minutes.

Creating Tables

Constructing Tables

- Tables
- Adding Table Layouts
- Inserting Tables
- Splitting Table Cells
- Merging Table Cells
- Table Navigation
- Entering Data into Tables
- Editing Table Text
- Deleting Table Text
- Table Layout
- Adding Table Rows
- Adding Table Columns
- Deleting Rows and Columns
- Selecting in Tables
- Changing Row Height
- Changing Column Width

Modifying and Importing Tables

- Modifying Tables
- Table Styles
- Table Style Options
- Modifying Table Styles
- Adding Borders
- Changing Cell Alignment
- Adding Effects
- Importing Tables
- Updating Tables

Creating and Modifying Charts

Creating Charts

- Charts
- Inserting New Slides
- Creating Charts
- Entering Chart Data
- Selecting Chart Data
- Switching Rows and Columns
- Editing Data
- Changing Slide Layout
- Creating Pie Charts
- Changing Chart Types
- Changing Chart Layout
- Selecting Chart Objects

Markers and Legends


- Formatting Chart Objects
- Adding Chart Titles
- Positioning the Legend
- Changing Marker Colours
- Changing the Chart Type
- Modifying the Chart Background
- Removing Chart Objects

If you require any further information please contact NYES:

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Axis Titles and Data Labels

- Adding Axis Titles
- Displaying and Hiding Gridlines
- Changing Data Series Spacing
- Positioning Charts
- Formatting Axis Titles
- Adding Data Labels
- Modifying Data Labels
- Adding Hyperlinks

Animations and Transitions

Transition and Animation Effects

- Slide Shows
- Applying Transition Effects
- Changing Transition Duration
- Adding Transition Sounds
- Automatically Advancing Slides
- Viewing Transition Effects
- Navigating in Slide Shows
- Using Animations
- Customising Animations
- Removing Animations
- Playing Animations in Slide Show
- Slide Show Menu
- Ending Slide Shows

Modifying Animations


- Creating Animations
- Adding Sounds
- Setting Timing
- Using the Animation Painter
- Preview Animations
- Changing the Animation Order
- Adding Motion Paths
- Adjusting Motion Paths

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