



CHUA CHU KANG COMMUNITY CLUB IT Centre

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Skillsfuture@PA Microsoft PowerPoint 2016 Basic and Intermediate

Getting Started

- Presentations
- File Tab
- Ribbon
- Quick Access Toolbar
- Mini Toolbar
- Slide Views
- Views for creating your presentation
- Tell Me what you want to do(New!)

Creating a Presentation

- Saving a presentation
- Add Slides
- Themes

Working with Content

- Enter Text
- Select Text
- Copy and Paste
- Cut and Paste
- Undo and Redo
- Spell Check

Formatting Text

- Change Font Typeface and Size
- Font Styles and Effects
- Change Text Color
- WordArt
- Change Paragraph Alignment
- Line Spacing
- Text Direction

Adding Content

- Resize a Textbox
- Bulleted and Numbered Lists
- Nested Lists
- Formatting Lists

Graphics

- Adding a Picture
- Adding or change an effect for a picture
- Crop a picture
- Adding Online Picture
- Adding a Shape
- Add text to a shape
- Change from one shape to another shape
- Add a Quick Style to a shape
- Delete a shape
- Adding SmartArt
- About the text pane
- Change the color of a shape
- Change the color of the whole SmartArt graphic

Tables

- Create a Table
- Enter Data in a Table
- Modify Table Structure and Format Table
- Apply Table Style
- Clear a style from a table
- Erase a line from a cell, row and column
- Add or change a table border
- Add or change the background color of a table

Charts

- Create a Chart
- Edit Chart Data
- Modify a Chart
- Paste a Chart from Excel

Organization Charts

- Overview of creating an organization chart

- Creating an organization chart
- Create an organization chart with pictures
- Add or delete boxes in your organization chart
- Change a solid line to a dotted line
- Change the hanging layout of your organization chart
- Change the colors of your organization chart
- Change the background color of a box in organization chart
- Apply a SmartArt Style to your organization Chart

Slide Effects

- Slide Transitions
- Slide Animation
- Animation Preview
- Slide Show Options
- Setup Slide Show
- Using Pointer Option during a presentation
- Turn your mouse into a laser pointer

Printing

- Create Speaker Notes
- Print a Presentation
- Steps for Printing PowerPoint 2016 Hands-outs
- Print Layouts for PowerPoint 2016 Handouts
- Print PowerPoint 2016 Handouts for Notes Taking