

# February 2-4-6: Microsoft PowerPoint 2016 Basic

## Tuesday, Thursday & Saturday Evening Classes

5:00-7:00 PM Pacific, 6:00-8:00 PM MST, 8:00-10:00 PM Eastern Time

On Line Via Zoom (Link will be sent to registered participants)

**Fee for this Three Evening Information Session is \$10.00**

Participants will acquire basic knowledge on how to effectively use MS PowerPoint 2016

## Course Outline

### GETTING STARTED WITH POWERPOINT® 2016

- NAVIGATE THE POWERPOINT ENVIRONMENT
- CREATE AND SAVE A POWERPOINT PRESENTATION
- USE HELP

### DEVELOPING A POWERPOINT® PRESENTATION

- SELECT A PRESENTATION TYPE
- VIEW AND NAVIGATE A PRESENTATION
- EDIT TEXT
- BUILD A PRESENTATION

### PERFORMING ADVANCED TEXT EDITING

- FORMAT CHARACTERS
- FORMAT PARAGRAPHS
- FORMAT TEXT BOXES

### ADDING GRAPHICAL ELEMENTS TO YOUR PRESENTATION

- INSERT CLIP ART AND IMAGES
- INSERT SHAPES

### MODIFYING OBJECTS IN YOUR PRESENTATION

- EDIT OBJECTS
- FORMAT OBJECTS
- GROUP OBJECTS
- ARRANGE OBJECTS
- ANIMATE OBJECTS

### ADDING TABLES TO YOUR PRESENTATION

- CREATE A TABLE
- FORMAT A TABLE

### ADDING CHARTS TO YOUR PRESENTATION

- CREATE A CHART
- FORMAT A CHART

### PREPARING TO DELIVER YOUR PRESENTATION

- REVIEW YOUR PRESENTATION
- APPLY TRANSITIONS
- PRINT YOUR PRESENTATION
- DELIVER YOUR PRESENTATION

**Advanced Registration with Pre-Payment Required. Click on this link to Register**  
<https://iicanada.org/form/microsoft-powerpoint-basic>

**For more information and to register E-mail: [epb.crcprairies@iicanada.net](mailto:epb.crcprairies@iicanada.net)**  
**Phone or Text: Zull Punjani 403-689-8584 or EPB office Message # (403) 215-6200 Ext. 7039**  
**\*\*Please visit the digital Al-Akbhar for more information\*\***