

# **Microsoft Office Specialist PowerPoint 2016**

## **Session 1**

### **Section A: Introduction to PowerPoint 2016**

- Course Opener
- How to Take This Course
- Tour of PowerPoint
- Backstage View

### **Section B: Create a Presentation**

- Create a Blank Presentation
- Create a Presentation Using Templates
- Online Templates
- Import Word Document Outlines

### **Section C: Insert and Format Slides**

- Insert Specific Slide Layouts
- Duplicate Existing Slides
- Hide and Unhide Slides
- Delete Slides
- Apply a Different Slide Layout
- Modify Individual Slide Backgrounds
- Insert Headers and Footers

### **Section D: Modify Slides, Handouts, and Notes**

- Change Slide Master Theme or Background
- Effects
- Modify Slide Master Content
- Create a Slide Layout
- Modify a Slide Layout
- Modify a Handout Master
- Modify the Notes Master

### **Section E: Order and Group Slides**

- Create Sections
- Modify Slide Order
- Rename Sections

### **Section F: Change Presentation Options and Views**

- Change Slide Size
- Change Views of a Presentation
- Set File Properties

### **Section G: Configure a Presentation for Print**

- Print All or Part of a Presentation
- Print Notes Pages, Handouts
- Print in Color or Black and White

### **Section H: Configure and Present a Slide Show**

- Create Custom Slide Shows
- Configure Slide Show Options
- Rehearse Slide Show Timing
- Present a Slide Show in Presenter View

### **Section I: Domain 1 Recap**

- Domain 1 Test Tips

## **Session 2**

### **Section A: Insert and Format Text**

- Insert Text on a Slide
- Apply Formatting and Styles to Text
- Apply WordArt Styles to Text
- Format Text in Multiple Columns
- Create Bulleted and Numbered Lists
- Insert Hyperlinks

### **Section B: Insert and Format Shapes and Text Boxes**

- Insert or Replace Shapes
- Insert Text Boxes
- Resize Shapes and Text Boxes
- Format Shapes and Text Boxes
- Apply Styles to Shapes and Text Boxes

### **Section C: Insert and Format Images**

- Insert Images
- Resize and Crop Images
- Apply Styles and Effects

### **Section D: Order and Group Objects**

- Order Objects
- Align Objects
- Group Objects
- Display Alignment Tools

### **Section E: Domain 2 Recap**

- Domain 2 Test Tips

## **Session 3**

### **Section A: Insert and Format Tables**

- Create a Table
- Insert and Delete Table Rows and Columns
- Apply Table Styles
- Import a Table

### **Section B: Insert and Format Charts**

- Create a Chart
- Import a Chart
- Change the Chart Type
- Add a Chart Legend
- Work with Chart Elements
- Change the Chart Style

### **Section C: Insert and Format SmartArt Graphics**

- Create a SmartArt Graphic
- Convert Lists to SmartArt Graphics
- Add Shapes to SmartArt Graphics
- Reorder Shapes in SmartArt Graphics
- Change the Color of SmartArt Graphics

### **Section D: Insert and Manage Media**

- Insert Audio and Video Clips
- Screen Recording

- Configure Media Playback Options
- Adjust Media Window Size
- Set the Video Start and Stop Time
- Set Media Timing Options

#### **Section E: Domain 3 Recap**

- Domain 3 Test Tips

#### **Session 4**

##### **Section A: Apply Transitions and Animations**

- Apply Slide Transitions
- Insert Slide Transitions
- Set Transition Effect Options

##### **Section B: Animate Slide Content**

- Apply Animations to Objects
- Apply Animations to Text
- Set Animation Effect Options
- Set Animation Paths

##### **Section C: Set Timing for Transitions, Animations**

- Set Transition Effect Duration
- Configure Transition Start and Finish
- Reorder Animations on a Slide

##### **Section D: Domain 4 Recap**

- Domain 4 Test Tips

#### **Session 5**

##### **Section A: Manage Multiple Presentations**

- Merge Content from Presentations
- Insert Slides from Another Presentation
- Combine Presentations
- Insert Comments
- Review Comments

##### **Section B: Finalize Presentations**

- Protect a Presentation
- Inspect a Presentation
- Proof a Presentation
- Preserve Presentation Content
- Export Presentations to Other Formats

##### **Section C: Domain 5 Recap**

- Domain 5 Test Tips

##### **Section D: Test-Taking Tips**

- Overall Test Tips