

Microsoft PowerPoint 2016

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What is this book about This book consists of an introduction of the features and functionality of MS PowerPoint 2016 The learner will create and edit presentations using various commands saving documents and properly exiting a software application program What kind of materials are included This book includes step by step instructions hands on activities and assessments Why should I learn Microsoft PowerPoint 2016 Microsoft PowerPoint is the most widely used application by students and employees alike because it is easy to use Research shows that Microsoft Office is the only software package called out within the top 20 skills needed across all occupations Microsoft Office is No 3 on the list of skills most required and Microsoft PowerPoint and Word are No 11 and No 13 most required skills Therefore in order for you to compete in today's workforce it is important for you to obtain skills in Microsoft Office Goals Understand and recognize the basic structure of the Microsoft PowerPoint 2016 software application Navigate and perform common tasks in PowerPoint such as opening viewing editing saving and configuring the application Format text and pictures Perform repetitive operations efficiently using tools such as design tools transitions and animations Enhance slides by adding backgrounds and customizing slide shows Create PowerPoint as video and embedding videos Insert graphic objects into a presentation including charts shapes action buttons and pictures Format the overall appearance of slide layouts Add sound resizing slides and create banners Target Learners This book is intended for individuals who want to learn basic PowerPoint 2016 skills such as creating editing and formatting presentations inserting pictures and creating animated bullets and employing a variety of best practices for presenting a PowerPoint presentation according to industry standards **Essential PowerPoint 2016** Kevin Wilson, 2017-01-10

Whether you're upgrading from a previous version or using it for the first time this book will guide you through Microsoft PowerPoint 2016 step by step to help you understand the software more quickly and easily Great for beginners a computing class or as an update Step by step visual approach to help you quickly master Microsoft PowerPoint Plenty of full color illustrated screenshots and photographs to help you Presented in an easy and simple to read format written in jargon free English Learn how to use and navigate PowerPoint 2016 the latest update to Microsoft's Presentation Suite With full color screen prints photographs and illustrations this guide explores Starting PowerPoint ribbon menus and the BackStage Building presentations inserting slides adding text animations transitions motion paths and graphics Formatting presentations with borders text orientations colors and highlights Inserting and formatting charts and tables to represent data Working with presentation documents opening saving presentations and printing handouts Adding sound video and recording voiceovers for your presentations Exporting presentations as PDF video and so on Presenting wirelessly with

projectors and tablets Setting up and giving presentations and broadcasting a presentation online and more Techniques are illustrated step by step using photography and screen prints throughout together with concise easy to follow text from an established expert in the field Whether you are new to Microsoft PowerPoint upgrading or an experienced user needing an update this book will provide you with a firm grasp of the underpinning foundations and equip you with the skills needed to use PowerPoint effectively and productively

Microsoft Powerpoint 2016: The Complete Guide Alexander Herolson,2015-11-12 PowerPoint 2016 is a presentation program that presents information in the form of slides This program is developed by Microsoft and was originally called Presenter released by another company Forethought Inc It was originally launched in May 1990 and was and always been a part of the Microsoft Suite It is popularly known as a program that helps users to develop slide based presentations and is currently the most used presentation program in the world The purpose of this guide is to introduce users to the latest version of the Microsoft PowerPoint program Reviews on the newest issue purport that it is new and improved boasting redesigned and creative features The manual will first look at the genesis of the program s manufacturer Microsoft Inc The Microsoft Office suite and its foundation and subsequent growth will then be discussed followed by growth of the actual PowerPoint program

Microsoft PowerPoint 2016 Basics Saritha

Bathini,2016-04-05 Learn PowerPoint 2016 by following step by step instructions PowerPoint 2016 Basics contains 238 pages of stepwise instructions covering various tools and options to create professional presentation This book provides you with brief explanations and step by step instructions to advantage of the latest version of this software It is written for new or inexperienced PowerPoint users to help them create professional and effective presentations This book is well organized so that the user will start by learning about the user interface creating and editing slides inserting pictures charts clip art audio and video and so on In addition to that you will learn to add special effects to your presentations and create master slides and templates After completing this book you will be adept in the following areas Creating and editing slides Creating Master Slides and templates Adding Pictures Adding illustrations Adding Audio and Video to slides Adding animations Reviewing

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Certification Prep Microsoft PowerPoint 2016 D. Michael Ploor, 2016-08 The Microsoft PowerPoint 2016 certification preparation guide will help prepare the user to take the Microsoft Office Specialist MOS Microsoft PowerPoint 2016 certification exam. It provides step by step instruction for the features and commands covered on the certification exam and can be completed in approximately 2.5 to 3 hours. Certification as a Microsoft Office Specialist demonstrates an aptitude with Microsoft Office software. Prepares the user for certification tests without expensive test prep software. Focuses on hands on use of tools and completion of skills users learn and apply the skills not just learn how to complete the test. Integrates as a supplement to existing classroom activities minimal class time required. Requires no prior knowledge or use of the software starts with basic skills and builds to advanced skills. Teaches the user to work with the software to complete project based learning. Provides a simulation of the certification exam.

Microsoft PowerPoint 2016 Introduction Quick Reference Training Tutorial Guide (Cheat Sheet of Instructions, Tips & Shortcuts) TeachUcomp Inc, 2017-01-16 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in PowerPoint 2016. When you need an answer fast you will find it right at your fingertips with this Microsoft PowerPoint 2016 Quick Reference Guide. Simple and easy to use quick reference guides are perfect for individuals businesses and as supplemental training materials. Includes touch gestures and keyboard shortcuts.

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Exam Prep for Microsoft PowerPoint 2016 Step by Step Just the Facts 101, 2019-08-18 Your text simplified as the essential facts to prepare you for your exams. Over 2 000 highly probable test items.

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