PowerPoint 2016 Essentials

OVERVIEW

Welcome to the Mandatory Training Group's online PowerPoint 2016 Essentials training course. All our online training courses, programmes and qualifications are accredited by the CPD Certification Service (CPDUK).

Learners will learn to create, edit, and enhance slideshow presentations to create professional-looking sales presentations, employee training, instructional materials, and kiosk slideshows. Learners will gain a fundamental understanding of the Microsoft Office PowerPoint 2016 environment and the correct use of key features of this application.

PowerPoint 2016 Essentials – E-Learning Course — CPDUK Accredited

- Study method – Online, self-paced
- Estimated duration (Indicative CPD hours) – 4 hours
- Course format – Online (24/7 access)
- Entry requirements – no prerequisites required
- Assessment type – Complete end of course assessment (80% needed to pass and gain CPD certificate)
- Certification/Qualification – Downloadable CPD certificate
- Cost(s) of assessment and certification – Assessment and certification costs included in the course price
- Course accreditation – CPD Certification Service (CPDUK)
- Course access – Part-time (1-year access)
- Course delivery – via desktop PC/MAC, laptops, tablets or smartphones.

Who is the course for?

This online PowerPoint 2016 Essentials training course is suitable for anyone who wants to improve their knowledge of PowerPoint 2016. These skills will enhance the learner's knowledge and employability opportunities.

This online PowerPoint 2016 Essentials training course can be purchased as an individual course or as part of our integrated Microsoft Office training programs and certification.

Course aims

The online PowerPoint 2016 Essentials training course is designed for both students who are interested in gaining a broad knowledge of the PowerPoint 2016 application and for experienced word users who wish to undertake a refresher course.

This online PowerPoint 2016 Essentials training course follows the Microsoft Office Specialist (MOS) syllabus, and more, and is the ideal study guide for those wishing to gain the industry-recognised MOS certification.

Learning outcomes

On completion of this online PowerPoint 2016 Essentials training course, learners will be able to:

♦ Create, edit, and enhance slideshow presentations,

♦ Create professional-looking sales presentations, employee training, instructional materials, and kiosk slideshows, and

♦ Gain a fundamental understanding of the Microsoft Office PowerPoint 2016 environment and the correct use of key features of this application.

What is covered in this course?

This online PowerPoint 2016 Essentials training course covers the following modules:

Module 1:   Create and manage presentations

- Create a presentation
- Create a new presentation
- Create a presentation based on a template
- Import Word document outlines
- 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 slide headers, footers, and page numbers
- Modify slides, handouts, and notes
- Change the slide master theme or background
- Modify slide master content
- Create a slide layout
- Modify a slide layout
- Modify the handout master
- Modify the notes master
- Order and group slides
- Create sections
- Modify slide order
- Rename sections
- Change presentation options and views
- Change slide size
- Change views of a presentation
- Set file properties
- Configure a presentation for print
- Print all or part of a presentation
- Print notes pages; print handouts
- Print in color, gray scale, or black and white
- Configure and present a slide show
- Create custom slide shows
- Configure slide show options
- Rehearse slide show timing
- Present a slide show by using Presenter View

Module 2: Insert and Format Text, Shapes, and Images

- 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
- 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
- Insert and format images
- Resize and crop images
- Apply styles and effects
- Order and group objects
- Order objects
- Align objects
- Group objects
- Display alignment tools

Module 3: Insert Tables, Charts, SmartArt, and Media

- Insert and Format Tables
- Create a table
- Insert and delete table rows and columns
- Apply table styles
- Import a table
- Insert and Format Charts
- Create a chart
- Import a chart
- Change the Chart Type
- Add a legend to a chart
- Change the chart style of a chart
- Insert and Format SmartArt Graphics

- Create SmartArt graphics
- Convert lists to SmartArt graphics
- Add shapes to SmartArt graphics
- Reorder shapes in SmartArt graphics
- Change the color of SmartArt graphics
- Insert and manage media
- Insert audio and video clips
- Configure media playback options
- Adjust media window size
- Set the video start and stop time
- Set media timing options

Module 4: Apply transitions and animations

- Apply slide transitions
- Insert Slide Transitions
- Set transition effect options
- Animate Slide Content
- Apply animations to objects
- Apply animations to text
- Set animation effect options
- Set animation paths
- Set Timing for Transitions and Animations
- Set transition effect duration
- Configure transition start and finish options
- Reorder animations on a slide

Module 5: Insert And Format Graphic Elements

- Merge Content From Multiple Presentations
- Insert slides from another presentation
- compare two presentations
- insert comments, review comments
- Finalize Presentations
- Protect a presentation
- Inspect a presentation
- Proof a presentation
- Preserve presentation content
- Export presentations to other formats.

Why is this online PowerPoint 2016 Essentials training course important?

Proficiency in Microsoft Office products is increasingly important in today's competitive business environment and, whether you are currently employed or a job seeker, Microsoft Office Specialist certification proves to employers and prospective employers that you have the necessary skills to become an essential member of their team.

With our online PowerPoint 2016 Essentials training course, you will learn how to best create, edit, and share presentations with PowerPoint 2016, the popular presentation platform. Our experienced instructors will show you how to build a slideshow from scratch or leverage PowerPoint templates and themes for quick construction.

They will then demonstrate how to add and edit text, images, graphs, video, and animation; format slides for consistency, and add speaker notes and transitions to ensure a smooth delivery. Plus, discover how to collaborate on changes and then share the final presentation via print, PDF, or a recorded slideshow.

HOW IT WORKS

Instant Access

- Gain instant access to your course(s) upon purchasing through our website
- Login credentials are sent immediately to the customer to the email address provided during the checkout process
- We also advise all customers to check their spam and junk mail folders in case your mail server has diverted the email there

Online Support 24/7

- Customer service teams interact with clients through email and live chat support.

Refund policy

- To request a refund, you should email our support team with your receipt stating why you would like to be reimbursed.
- You, or your learners, must not complete the training to make a valid refund claim.
- Any courses that have been completed and those with certificates achieved will not be valid for a refund.

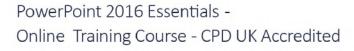## Learn Anytime, Anywhere, On Any Device

- Learn at your own pace, at a time and place convenient to your circumstances
- Individual learners can access their course material(s) 24/7 for 365 days from the date of purchase
- In the case of organisations that order multiple licences for future use, the countdown will start when learners are allocated to the training course(s)

Assessment and Certification

- Unlimited attempts to complete end of course assessments
- On successful completion, download, print/save quality-assured CPD certificate

100% Money Back Guarantee

- We want you to be completely satisfied with your training. We offer a 14-day money-back guarantee if you are not 100% satisfied.

ACCREDITATION

End of course assessment

At the end of this course, learners are required to complete an online end of course assessment. On successful completion of the assessment (80% pass mark), learners may download a FREE CPD certificate from their profile page.

Certification

On successful completion of this e-learning course and end of course assessment, the learner may download, save and/or print a quality assured CPD certificate (recognised internationally). Our CPD certificate can be used to provide evidence for compliance and audit or Continuing Professional Development (CPD).

Course accreditation

The CPD Certification Service accredits all our online training courses and programmes as conforming to universally accepted Continuous Professional Development (CPD) guidelines.

WHY CHOOSE OUR ACCREDITED E-LEARNING COURSES?

The benefits of using our accredited e-learning courses in the workplace include:

- CPDUK accredited e-learning provider
- Ofqual approved training centre (UK qualifications)
- Internationally recognised CPD and Ofqual approved certificates
- Wide range of courses and qualifications that meet UK legislation and guidelines
- Over 500 online courses and programmes that cover multiple sectors
- Free blended learning environment for individuals and organisations
- Immediate access to online courses and programmes
- Highly interactive e-learning portal
- Substantial cost reductions (no travel fees and other expenses)
- Self-paced online learning
- Low carbon footprint through e-learning
- Repository of online learning materials and assessments
- Fully qualified and experienced trainers, instructors and assessors
- Experienced subject matter experts and content developers
- Conversion of existing classroom courses to e-learning courses
- All training courses meet the latest guidance and best practice recommendations.

Civility in the Workplace Training Course for Global Executives

"YPO is the premier global leadership organisation for more than 28,000 chief executives in over 130 countries and the global platform for them to engage, learn and grow. We approached The Mandatory Training Group to develop an online training programme focusing on improving workplace civility. Their team developed excellent learning materials tailored to our organisational needs. With their support, we rolled out the civility in the workplace training programme to over 300 executives around the world."

Nicolle Billmyre, YPO, Texas, USA

Counter Fraud, Bribery and Corruption Training for NHS Providers

"NHS City and Hackney Clinical Commissioning Group (CCG) is an NHS organisation led by local GPs. The Mandatory Training Group provided us with tailored courses focussing on tackling fraud, corruption and bribery for all our staff across various sites. The e-learning courses helped us to meet statutory and regulatory requirements".

Harriet Griffiths, NHS City and Hackney CCG, London, UK

Accredited Training Courses, Programmes and Regulated Qualifications

"Reed is the largest platform for jobs, recruitment and courses in the UK. The Mandatory Training Group is one of our most trusted providers of continuing professional development (CPD) programmes and regulated qualifications. They have provided us with a wide range of learning materials ranging from soft skills, personal development, health and safety, among others. These courses help many job seekers to improve their skills and comply with the current UK and European laws".

Mansh Bhatti, Reed Courses, London, UK

Statutory and Mandatory Training for Primary Care Providers

OSD Healthcare

> "When we set up our business, we were looking for a reliable training provider for the healthcare multi-disciplinary team (MDT). We worked with The Mandatory Training Group to establish our training needs for each group of professionals. Their experience was invaluable, helping us to design new courses and assessments to meet the commissioners' and regulatory requirements".
>
> Anne Joy, OSD Healthcare, Hemel Hempstead, UK

OneHealth.co.uk

Healthcare choice for everyone **Statutory and Mandatory Training for Healthcare Providers**

> "All our senior clinicians were delighted with the delivery of the mandatory training courses. They found the course leaders to be very flexible with allocating more time to certain areas at request. The course contents that LearnPac had designed were tailored to our workforce, which helped them improve their understanding of the subjects. The application of legislative concepts to practice was excellent".
>
> Sophie Hartley-Jones, OneHealth Group, Sheffield, UK

edenbrown synergy

Online Training and Development for the Public Sector

> "We work with various public sector organisations. Statutory and mandatory training is essential for all our placements. We used LearnPac for the blended learning environment they provide for our staff. The online statutory and mandatory training courses adequately meet our regulatory requirements. LearnPac's learning management system enabled us to manage our learners and quickly sort out compliance for our workers. The flexibility of pricing and meeting our needs with the mandatory training was beneficial."
>
> David Sanchez, Eden Brown Synergy, London, UK

Nuffield Health

Blended Train the Trainer Courses for Healthcare Providers

> "We were looking to provide resuscitation and first aid training for clinical and non-clinical staff internally. The Mandatory Training Group stood out because they provide comprehensive blended learning solutions. Our internal trainers and facilitators were able to complete the theory training and assessments in advance. The practical sessions were packed with meaningful activities throughout the day. The lead trainers also helped us to complete training needs assessments".
>
> Kate McLoughlin, Nuffield Health, Bournemouth, UK

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Collective Mark

LEARN. DEVELOP. COMPLY.

The Mandatory Training Group is the leading UK provider of accredited statutory and mandatory training courses for all sectors, including health and social care, education, local government, private and charity sectors.

We have supported over one million learners to reach their potential through e-learning courses and qualifications using our interactive online learning portal.

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