PRODUCT INFORMATION
WBT POWERPOINT 2016

WHAT DOES THIS COURSE OFFER YOU?
This course provides deep knowledge about the correct use of Microsoft PowerPoint 2016. The individual functions are explained on the basis of Video Nuggets and deepened by exercises. Prerequisites for successful learning are basic knowledge in the use of Microsoft Office.

Learning time: 5 hours
Languages: English, German, Chinese
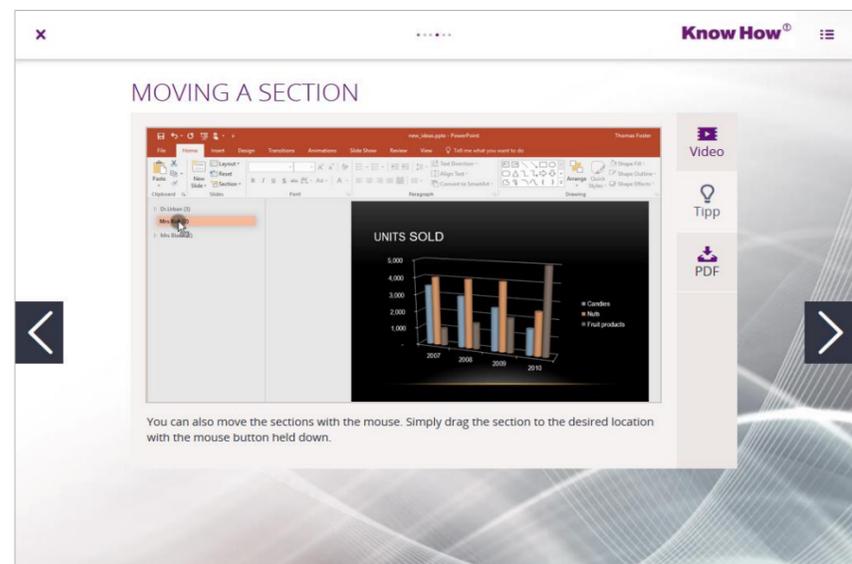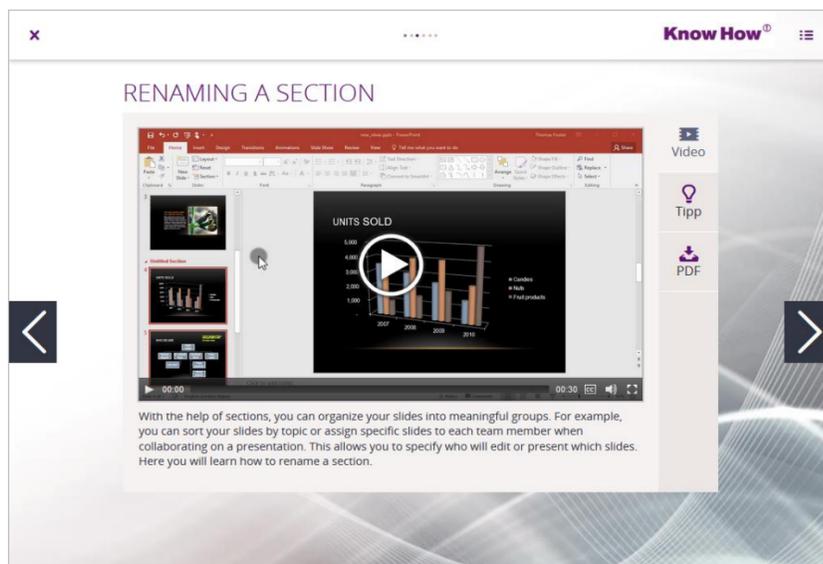
Summary

Chapter	Section	Nuggets
Creating presentations	Creating and editing slides	Inserting a new slide
		Changing the slide layout
		Assigning a slide theme
		Changing the slide background
		Configuring the slide orientation
		Duplicating a slide
	Using templates	Using a template
		Using Quick Styles
		Creating a personal template
		Loading a personal template
	Using headers and footers	Inserting headers and footers
		Showing the slide number in the text and the header
		Inserting the data into the header
	Creating and editing sections	Creating and deleting a section
		Renaming a section
		Moving a section
	Inserting and editing a text box	Inserting a text box
		Entering text in a PowerPoint text box
		Bulleted and numbered lists in text boxes
		Changing the size of a text box
		Moving a text box
		Setting the text box fill
		Deleting a text box
		Preventing automatic adjustment of the font size
	Notes	Notes Page
		Creating a note on a presentation
		Print settings for the Notes Pages
Using animations	Animate a slide transition	Add slide transition
		Adding an effect option
		Viewing a preview of the slide transition
		Applying a transition to all slides
		Removing a slide transition
	Animating objects	Animating objects
		Defining the start of an animation
		Showing a preview of the object animations
		Configuring the animation duration
		Changing the order of the animations / reordering an animation
		Deleting an animation
View data	Inserting and editing tables	Inserting and deleting a table
		Configuring the text alignment in a table

		Adding/deleting rows/columns
		Changing the table border
		Envely space rows/columns
		Slit/merge cells
		Formatting a table in color
	Inserting and editing Excel tables	Inserting a table from Excel
		Edit data in Excel
	Inserting and editing charts	Creating a chart via the ribbon
		Creating a chart
		Editing chart data
		Entering an axis title
		Changing the chart type later
		Modifying a chart
		Formatting chart elements
Embedding media	Working with graphics and pictures	Inserting and deleting image
		Scaling a picture
		Cropping a picture
		Moving a picture
		Rotating and flipping a picture
		Setting the brightness and contrast of the picture
	Using guides and ruler	Showing gridlines
		Showing the ruler
		Activating drawing guides for alignment
	Embedding and editing videos	Editing video files in PowerPoint
		Video: Modifying the size
		Trimming video
		Change video volume
		Video: Configure start
		Video: Adding a bookmark
Reviewing and corrections	General	Comparing presentations in PowerPoint
		Changing the language setting
		Showing the properties (size of the document, number of slides)
	Working with comments	Inserting a comment
		Showing and hiding comments
		Deleting a single comment
		Deleting all comments
		Checking a presentation for hidden comments
	Tracking changes	Displaying changes
		Accepting or rejecting changes
		Accepting all changes
	Checking spelling and grammar	Applying spelling correction to all words in the document
		Applying spelling correction only to this word
		Showing and inserting synonyms with the thesaurus
		Turning AutoCorrect settings on and off
		Adding and removing AutoCorrect entries
		Setting the Language Setting for Proofing Tools
Managing presentations	Working with views	Unsing presentation views
		Opening the Slide Sorter view
		Showing a presentation in color or black/white
		Displaying all open program windows
		Changing the resolution of a slide show
	Editing the slide master	Showing and hiding the slide master
		Editing Slide Master
		Adding content placeholder
	Saving a presentation	Saving a presentation
		Caching
		Exporting a file
	Printing a presentation	Print settings for the Notes Pages
		Print specific slides
		Quick Print
		Print on Both Slides
		Printing all slides or current slide
		Printing handouts
		Printing in Black and White
Slide show	Giving a presentation	Starting a slide show
		Starting a slide show at a specific slide
		Custom Slide Show
		Ending Slide Show
	Using the Presenter view	Activating the Presenter View
		Navigating between slides in Presenter View
		Using the Magnify function in the Presenter View
		The Pen and Laser Pointer tools in the Presenter View
		Showing and hiding a presentation via the Presenter View
7 Chapters	**24 Sections**	**113 Nuggets**