

Microsoft Office PowerPoint 2016 / 35: Part 1

Lesson 1: Getting Started with PowerPoint

- A: Navigate the PowerPoint Environment
- B: View and Navigate a Presentation
- C: Create and Save a PowerPoint Presentation
- D: Use PowerPoint Help

Lesson 2: Developing a PowerPoint Presentation

- A: Select a Presentation Type
- B: Edit Text
- C: Build a Presentation

Lesson 3: Performing Advanced Text Editing Operations

- A: Format Characters
- B: Format Paragraphs
- C: Format Text Boxes

Lesson 4: Adding Graphical Elements to Your Presentation

- A: Insert Images
- B: Insert Shapes

Lesson 5: Modifying Objects in Your Presentation

- A: Edit Objects
- B: Format Objects
- C: Group Objects
- D: Arrange Objects
- E: Animate Objects

Lesson 6: Adding Tables to Your Presentation

A: Create a Table

B: Format a Table

C: Insert a Table from Other Microsoft Office Applications

Lesson 7: Adding Charts to Your Presentation

A: Create a Chart

B: Format a Chart

C: Insert a Chart from Microsoft Excel

Lesson 8: Preparing to Deliver Your Presentation

A: Review Your Presentation

B: Apply Transitions

C: Print Your Presentation

D: Deliver Your Presentation