



Information Technology

MS Office Powerpoint 2016 (Basic+Advanced)

Course Introduction

This training course is designed to provide participants with the basic and advanced techniques needed to create and modify presentations using Microsoft Office PowerPoint 2016. This course will allow participants to explore the PowerPoint environment and create a presentation.

This course covers topics such as formatting text on slides to enhance clarity and adding graphical objects to a presentation, adding tables and charts to a presentation to present data in a structured form and customizing a presentation.

Target Audience

Cloud Computing Engineer

- Computer Network Specialist
- Computer Support Specialist
- Database Administrator
- Information Technology Analyst
- Information Technology Leadership
- Information Security Specialist
- Software/Application Developer
- Web Developer
- Technology sales consultant

Learning Objectives

- Start and end a PowerPoint session
- Run a slide show and create custom shows.

- Create different types of slides.
- Edit, format slides and use templates.
- Use the Slide Sorter to reorganize a presentation.
- Create, edit, and import charts, and tables for use in a presentation.
- Add special effects to presentation.
- Use the slide, notes, and handout masters.
- Manage hyperlinks in presentations.
- Secure and share presentations.

Course Outline

- **Day 01**

Introduction to MS Office PowerPoint 2016 (Basic)

- Creating a PowerPoint Presentation
- The Ribbon
- The Quick Access Toolbar

- **Day 02**

The Backstage View (The File Menu)

- Formatting Microsoft PowerPoint Presentations
- Working with Images
- Working with Tables and Charts

- **Day 03**

MS Office PowerPoint 2016 (Advanced)

- Customizing Presentations
- Presentation Masters
- Working with Special Effects
- Using SmartArt
- Multimedia

- **Day 04**

MS Office PowerPoint 2016 (Advanced)

- Setting Up the Slide Show

- Outlines and Slides
- **Day 05**

Managing Multiple Presentations

- Sharing and Securing a Presentation
- New Features in PowerPoint 2016

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 30, 2025	July 4, 2025	5 days	4250.00 \$	UAE - Dubai
July 28, 2025	Aug. 1, 2025	5 days	4950.00 \$	Malaysia - kuala lumpur
Dec. 29, 2025	Jan. 2, 2026	5 days	4250.00 \$	UAE - Dubai