

# Topical Summer Series

In this session, you learned to how to create basic presentations using pictures, tables, charts, shapes, SmartArt, and different layouts.

#### Training Content

- 1. Themes
- 2. Indents & Spacing
- 3. SmartArt
- 4. Pictures & Shapes
- 5. Tables & Charts
- 6. Animation
- 7. Transitions
- 8. Viewing & Printing Options



To learn more or to strengthen your new skills, please visit GCFLearnFree.org.

### PowerPoint Basics

1 Getting Started with PowerPoint

### Working with Slides

- 1 Getting Started with PowerPoint
- 5 Slide Basics
- 6 Text Basics
- 7 Applying Themes
- 8 Applying Transitions
- 9 Managing Slides
- 7 Checking Spelling
- 11 Printing
- 12 Presenting your Slide Show

## Text and Objects

- 13 Lists
- 14 Indents and Line Spacing
- 15 Inserting Pictures
- 16 Formatting Pictures
- 17 Shapes
- 18 Aligning, Ordering, and Grouping Objects
- 19 Animating Text and Objects

## More Objects

- 20 Inserting Videos
- 22 Tables
- 23 Charts
- 24 SmartArt Graphics

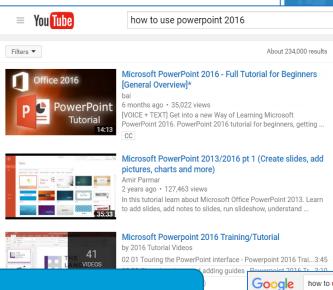
# Where to Get Help on PowerPoint 2016

Numerous resources for PowerPoint 2016 are available on the web.

# GCF LearnFree.org

Provides great step-bystep instructions and videos from basic to advanced users.





## YouTube

Provides great videos from basic to advanced users.

## YouTube

# Search Engines

Provides great videos, forums, and instructions from basic to advanced users.

Google Search

PowerPoint 2016 training - PowerPoint - Office Support https://support.office.com/.../PowerPoint-2016-training-b89770f1-deb1-... ▼
Tip: Check back from time to time. More PowerPoint 2016 courses are on the way! Getting started. Learn the basic steps to using PowerPoint 2016, such as ...

Microsoft PowerPoint 2016 - Full Tutorial for Beginners ...

https://www.youtube.com/watch?v=t0icwstinOA

how to use powerpoint 2016

About 90.000.000 results (0.46 seconds)

https://www.youtube.com/watch?v=tQicwstinOA
Oct 1, 2015 - Uploaded by bai
OwerPoint 2016 tutorial for beginners, getting started, basics
Full Guide ... thanks bay... now i can use ...

Microsoft Powerpoint 2016 Training/Tutorial - YouTube https://www.youtube.com/playlist?list=PL2Qq6... ▼

Oct 4, 2015 - powerpoint 2016, powerpoint 2016 tutorial, powerpoint 2016 for mac ... 05 06 Using the Eyedropper tool - Powerpoint 2016 Training/Tutorial.

https://www.youtube.com/watch?v=OySbw5cOgc0
Nov 19, 2015 - Uploaded by you need to learn!
Microsoft Office 2013, Microsoft Office ...

> 3.01
english for all over the country, Microsoft Office ...