

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

PowerPoint 2016  
Basics

Campus Training

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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](http://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

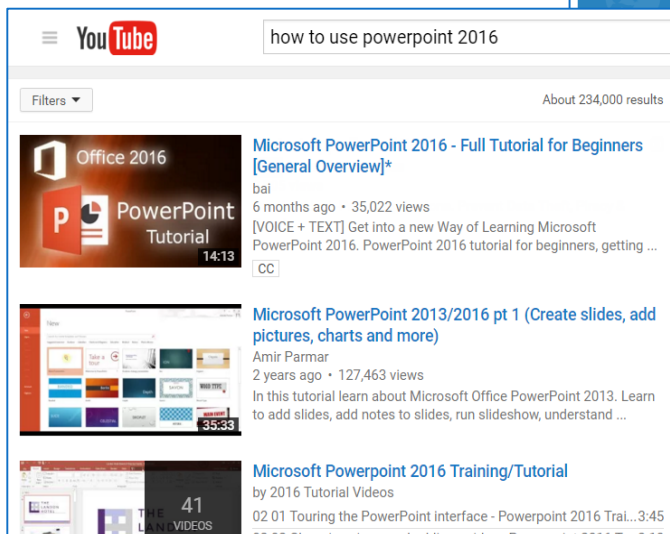
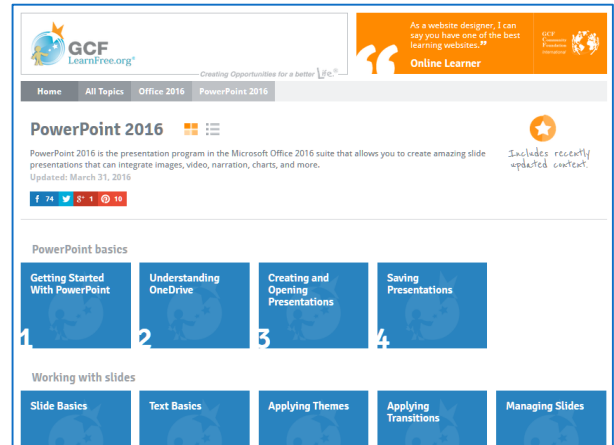
- 20 Inserting Videos
- 22 Tables
- 23 Charts
- 24 SmartArt Graphics

# Where to Get Help on PowerPoint 2016

Numerous resources for **PowerPoint 2016** are available on the web.

## GCF LearnFree.org

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



## YouTube

Provides great videos from basic to advanced users.

## Search Engines

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

