



Microsoft PowerPoint 2016

Capture your audience's attention by using the vast array of features in PowerPoint. Gain the ability to organize your content, enhance it with high impact visuals and deliver it with a punch. Topics include creating presentations; creating and modifying slides; working with slide masters and layouts; formatting slides and text; using shapes and images; adding charts and tables; and customizing and printing your presentation.

Who Should Take This Course?

This course is designed for students who wish to gain the foundational understanding of Microsoft PowerPoint 2016 that is necessary to create and develop engaging multimedia presentations.

Course Objectives

- Explore the PowerPoint environment
- Create a PowerPoint presentation
- Format a PowerPoint presentation
- Work with shapes and images
- Work with charts and tables
- Customize a PowerPoint presentation

Course Info

- Length: 7 hours
- Format: Classroom instruction, demonstration and practice
- Prerequisite: Basic computer skills, including Microsoft Windows proficiency

Course Content

Explore the PowerPoint Environment

- Open and interact with PowerPoint
- Save and close presentations

Creating a presentation

- Create a presentation
- Create and modifying slide content

Formatting a presentation

- Work with slide masters and layouts
- Format individual slides and their text



CONTINUING EDUCATION Course Outline

Working with shapes and images

- Create and format shapes
- Insert and work with images

Working with charts and tables

- Create and modify charts
- Create and format tables

Customize a PowerPoint presentation

- Apply slide transitions
- Work with additional text features
- Work with printing options
- Create custom slide shows

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Continuing Education Unit (CEU) letter, **after the final session**. You must attend 80 percent of the course to qualify for the letter.* To request a CEU letter, please stop by the front desk after the last session of class and complete the CEU Request Form.

Certificates of Completion for Certificate Programs

Certificates of Completion are automatically given at the end of the certificate program to those who have registered for a certificate program series (or after Part 2 of the series, when applicable) as long as attendance* and other program requirements have been met. If you complete a certificate program by taking courses individually (not through a series), please stop by the front desk and complete a Certificate Request Form. Attendance requirements for certificate programs vary by certificate and can be found by visiting [Certificate Programs & Certifications](#) on our website.

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is the students' responsibility to sign-in.

Green River College is committed to providing access to all who visit, work and study on campus. The College will provide reasonable accommodations for individuals with disabilities, with advance notice of need. If you require accommodations, please contact Disability Support Services as soon as possible to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis. Please contact Disability Support by email at dss@greenriver.edu; by phone at 253-833-9111, ext. 2631; TTY 253-288-3359; or in person at the Student Affairs and Success Center, Room 274, to request accommodations. For additional information, please visit www.greenriver.edu/student-affairs/disability-support-services.htm. The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided.

This syllabus is available in alternate formats upon request.

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