



Consulting and Training | Reach New Heights

Course Name

MS Office Powerpoint 2016 (Basic+Advanced)

Sector Name

Information Technology

Document Type

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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.

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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

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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 the presentation.
- ✓ Use the slide, notes, and handout masters.
- ✓ Manage hyperlinks in presentations.
- ✓ Secure and share presentations.

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Course Outline

✓ Day 01

Introduction to MS Office PowerPoint 2016 (Basic)

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

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Course Outline

✓ Day 02

The Backstage View (The File Menu)

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

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Course Outline

✓ Day 03

MS Office PowerPoint 2016 (Advanced)

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

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Course Outline

✓ Day 04

MS Office PowerPoint 2016 (Advanced)

- ✓ Setting Up the Slide Show
- ✓ Outlines and Slides

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Course Outline

✓ Day 05

Managing Multiple Presentations

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

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Aug. 3, 2026	Aug. 7, 2026	5 days	4950.00 \$	Italy , Milan
April 4, 2027	April 8, 2027	5 days	4250.00 \$	KSA , Jeddah
June 29, 2026	July 3, 2026	5 days	4250.00 \$	UAE , Dubai
Jan. 4, 2027	Jan. 8, 2027	5 days	4250.00 \$	UAE , Dubai

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