Microsoft PowerPont 2016

Structured technical training and certification preparation

A practical, student-friendly outline covering key concepts, tools, and applied workflows.

MODULES
5

LESSONS
34

FORMAT
Self-paced

Module Breakdown

MODULE 1	MODULE 2
Learning Block 1	**Learning Block 2**
What Is PowerPoint Part 2	More Visual Designs Part 4
New Presentation	Notes
Viewing Presentation	Intermediate Microsoft PowerPoint 2016
Inserting Transitions	Visual Designs With Logos And Animation Part1
More Visual Designs Part 1	Visual Designs With Logos And Animation Part2
More Visual Designs Part 2	Visual Designs With Logos And Animation Part3
More Visual Designs Part 3	Visual Designs With Logos And Animation Part4

MODULE 3	MODULE 4
Learning Block 3	**Learning Block 4**
Visual Designs With Logos And Animation Part5	Advanced Microsoft PowerPoint 2016
Exit Animation Part1	Master Pages Part1
Exit Animation Part2	Master Pages Part2
Exit Animation Part3	Software Simulation Part1
Navigation Buttons	Software Simulation Part2
Layout Options Part1	Setting Pictures To Music
Layout Options Part2	Advanced Animation Techniques

Module Breakdown (continued)

MODULE 5

Learning Block 5

Triggers
Motion Path Animation
Video In PowerPoint
PowerPoint Review Part1
PowerPoint Review Part2
Additional Options