

# Microsoft PowerPoint 2016

Version 5

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## Lesson 1

1. [Customize the Quick Access Toolbar](#)
2. [Add often-used tools to the Ribbon](#)
3. [Select Ribbon commands with KeyTips](#)

## Lesson 2

1. [Change presentation options and views](#)
2. [Use Presenter view and add annotations](#)
3. [Changing views and adding guides](#)
4. [Creating a presentation from scratch](#)
5. [Creating a new presentation](#)
6. [Create a blank or template based presentation](#)
7. [Adding slides and sections](#)
8. [Insert and format slides](#)
9. [Embedding fonts in your saved files](#)

## Lesson 3

1. [Create a blank or template based presentation](#)
2. [Saving a presentation as a template](#)
3. [Printing slides and notes](#)
4. [Adding speaker notes](#)
5. [Printing a presentation](#)
6. [Configure a presentation for print](#)

7. Use Format Painter
8. Copy and paste formatting
9. Insert and format text
10. Working with text boxes

## Lesson 4

1. Using the research, language, and thesaurus tools
2. Add footers to the bottom of every slide
3. Insert and format slides
4. Adding a header and footer
5. Adding headers and footers
6. Organizing slides into sections
7. Organize slides into sections
8. Inserting pictures
9. Enable grids and gridlines
10. Changing views and adding guides
11. Cropping a picture to a shape
12. Remove the background from pictures
13. Removing the background from pictures
14. Adding shapes
15. Adding text with text slides, boxes, and shapes
16. Formatting shapes
17. Merge shapes to create a custom shape
18. Create custom icons using shapes

## Lesson 5

1. Order and group objects
2. Animate shapes
3. Adding slide transitions
4. Animate slide content
5. Play content across multiple slides

6. [Adding pictures and clip art](#)
7. [Editing and printing handout masters](#)
8. [Create handouts](#)
9. [Automate a show](#)

## Lesson 6

1. [Adding slide transitions](#)
2. [Animate slide content](#)
3. [Play content across multiple slides](#)
4. [Using Presenter view](#)
5. [Using Presenter view with multiple screens](#)
6. [Use Presenter view and add annotations](#)
7. [Annotating, highlighting, zooming, and jumping to different sections or slides during a slideshow](#)
8. [Presenting live online](#)

## Practice

MS PowerPoint Practice Assessment Files:

[PowerPoint Instructions](#)

[PowerPoint Project](#)

[PowerPoint Solution](#)

[PowerPoint Handout](#)

[PowerPoint Draft Slides](#)

[Knife Safety](#)

[Group](#)

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