Table of Contents

POWERPOINT 2016 CHAPTER 1: Creating and delivering a present.	ATION	POWERPOINT 2016 CHAPTER 3: Adding Graphics and Animation	
Getting Started with PowerPoint	2	Working with Online Pictures	30
Navigating the PowerPoint Window	2	Using Text and Object Layouts	36
Inserting Text	2	Deleting Placeholder Text	37
Using Document Themes	3	Searching for Pictures with the Insert Pictures	
Choosing a Theme	4	Search Window	39
Choosing Slide Sizes	5	Moving, Sizing, and Rotating Objects	40
Creating a Basic Presentation	7	Stacking Objects	40
Adding Slides	7	Formatting Pictures	42
Bulleted Lists	8	Adding Other Graphics	43
Choosing the Slide Layout	10	Removing a Background	44
Aligning Text	10	Applying Artistic Effects	47
Delivering the Slide Show	12	Inserting a Screenshot	48
Navigating Through a Slide Show	13	Working with Shapes	48
Self-Assessment	15	Working with Slide Transitions	52
DAWEDDAINT AGAG AUADTED A		Creating Transitions in Slide Sorter View	52
POWERPOINT 2016 CHAPTER 2: Designing and printing the		Self-Assessment	54
PRESENTATION		POWERPOINT 2016 CHAPTER 4:	
Working with Slides	18	ADDING MULTIMEDIA TO PRESENTATIONS	3
Copying Text and Objects	18	Working with Multimedia	58
Working with Outlines	19	Types of Multimedia	58
The Outline Panel	19	Linked Media Files	58
Collapsing and Expanding Slides	21	Organizing Media with Subfolders	58
Deleting Slides	23	Using Audio in Presentations	60
Formatting Your Presentation	24	Audio File Types	60
Formatting Text	24	Adding Audio to a Presentation	60
Setting Line Spacing	26	Inserting and Linking	6.
Setting Paragraph Alignment	27	Configuring Audio Options	62
Using the Slide Sorter	27	Configuring Audio Styles	62
Printing Your Presentation	28	Linking Audio	63
The Print Shortcut	29	Using Video in Presentations	65
Printing Handouts	29	Using Online Videos	65
Handout Masters	30	Using Video from Your Computer	66
Slide Footers	31	Using Screen Recordings	60
Self-Assessment	33	Editing Videos	67
		Applying Video Effects	67
		Setting Video Options	70
		Self-Assessment	7
		Self-Assessment Answer Key	73
		Index	75