

Microsoft® Office PowerPoint® 2016 Roadmap

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Answer these questions honestly!

Can You...?

- Do you understand what the Normal, Outline, and Slide Sorter views are for?
- Can you create presentations using Templates?
- Can you create slides using different layouts?
- Do you know how to Group and Ungroup objects?
- Are you able to animate your presentation?
- Can you create a chart in PowerPoint?
- Can you create tables on PowerPoint slides?
- Are you able to enhance your slides with SmartArt and Pictures?
- Do you know how to run the slide show with transition effects?

No

Take PowerPoint 2016 – Introduction
1-Day Course

Can You...?

- ◆ Can you insert movies and sound?
- ◆ Can you personalize the PowerPoint interface?
- ◆ Can you manipulate the Slide Master?
- ◆ Are you able to add headers and footers?
- ◆ Can you convert bullets to SmartArt?
- ◆ Can you customize your animations?
- ◆ Are you able to create automatic, timed presentations?
- ◆ Can you incorporate hyperlinks into your presentations to create a custom show?
- ◆ Are you able to annotate a presentation?
- ◆ Can you package your presentation for easy distribution?

No

Take PowerPoint 2016 – Advanced
1-Day Course