



Microsoft PowerPoint 2016 for Beginners

Hannah
Digital Literacy Specialist



What is PowerPoint?



We will cover:

- The PowerPoint interface
- Creating a new presentation
- Adding to a presentation
 - Text
 - Images
 - Backgrounds
- Using themes and templates



Learn more about PowerPoint 2016:

- Lynda.com
- GCF LearnFree
 - <https://www.gcflearnfree.org/powerpoint2016/>
- Microsoft Support
 - <https://support.office.com/en-us/powerpoint>
- Gale Online Courses
- Safari Technical Books



Before we start:

- Click = One left click
- Right Click = One right click
- Double Click = Two left clicks



A Quick Note

- There are usually a few different ways to accomplish the same task in PowerPoint.
- Find a way that works for you and stick with it.
- You only need to know one way to get the job done—knowing more ways is a perk, not strictly necessary.

Thank You

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