Microsoft PowerPoint 2016 Certificate Program

This online learning program was developed by the NYS & CSEA Partnership for Education and Training for CSEA-represented NYS employees. It was designed to improve job related Microsoft PowerPoint 2016 skills. Participants were required to successfully complete the following courses and achieve a passing grade of 70% or higher in each course.

Introduction to The PowerPoint 2016 Interface and Basic Tasks   *1 Hour*
Microsoft PowerPoint 2016 makes it easy to create professional presentations that make an impact. In this course, you'll learn about the new interface and key new features introduced in PowerPoint 2016. You'll also learn how to perform a range of basic tasks, so you can get started with using PowerPoint 2016. These tasks include creating and saving presentations, setting up slides, choosing print settings, and viewing presentations in different ways.

Managing and Formatting Slides in PowerPoint 2016   *1 Hour*
In Microsoft PowerPoint 2016, you can easily add slides to a presentation, manipulate their order, and use predefined options to give the slides a particular look and feel. Then you can use a range of options to add content to slides and adjust its appearance. In this course, you'll learn how to set up a basic presentation, ordering a sequence of slides and applying a presentation theme and slide layout. You'll also learn how to add and work with slide text, including using creative text effects and converting text into SmartArt.

Formatting Text Boxes and Working with Graphic Content in PowerPoint 2016   *1 Hour*
Microsoft PowerPoint 2016 provides a wide range of tools for adding text and graphic content to slides, and for arranging and altering this content to produce presentations that are professional, creative, and highly polished. In this course, you'll learn how to insert, position, resize, and format both text and graphics on PowerPoint slides. You'll also learn how to arrange and manipulate the objects on a slide, and how to apply a range of artistic effects and styles, to both text and graphic elements.

Constructing and Modifying Tables and Charts in PowerPoint 2016   *.9 Hours*
Tables and charts make some types of data much easier to present and explain, adding to the impact of a presentation. In this course, you'll learn how to add tables and different types of charts to presentation slides, and how to change their structure and appearance in Microsoft PowerPoint 2016.

Designing Effective PowerPoint Presentations   *.8 Hours*
To be effective, a presentation must capture your audience's attention and deliver a compelling message. In this course, you'll learn design principles for creating engaging presentations in PowerPoint 2016. You'll also learn how to ensure your message is clear and persuasive, and how to use sound, images, color, and styles to optimize the visual impact that a presentation has on your audience.

Using Slide Masters and Slide Elements to Optimize Impact   *1 Hour*
Proper use of slide masters and slide elements like timelines, charts, shapes, animations, and hyperlinks can simplify the design process and enhance a PowerPoint 2016 presentation. In this course, you'll learn how to create and customize a slide master and how to use a range of elements to add impact to presentation slides. You'll also learn best practices for delivering a presentation.

Using Slide Show Presentation Tools in PowerPoint 2016   ***.8 Hours***
Microsoft PowerPoint 2016 provides options for controlling all aspects of a slide show, ensuring you can show your audience just the right content at the right times. In this course, you'll learn how to set up and manage slide shows, including controlling slide timing and the playback of audio narration. The course also covers the use of master slides to help ensure consistency throughout a presentation, and options for hiding or showing specific slides when you're delivering a presentation.

Customizing Proofing and Default Options in PowerPoint 2016   ***1 Hour***
Microsoft PowerPoint 2016 includes options for customizing its default behavior, including the ways it checks and corrects text. You can also edit the default information and properties associated with presentation files. In this course, you'll learn how to set proofing and language options, configure automatic text correction, set file information and properties, and customize the Quick Access Toolbar in PowerPoint 2016

Sharing and Protecting Presentations in PowerPoint 2016   ***.8 Hours***
Microsoft PowerPoint 2016 includes several new features for sharing and collaborating on presentations. In this course, you'll learn how to share a presentation via e-mail, instant messaging, OneDrive, the cloud, or a shared network location. You'll also learn how to protect a presentation from unwanted changes and how to use add-ins and apps within PowerPoint 2016.

Exporting Presentations and Compressing Media in PowerPoint 2016   ***.9 Hours***
Microsoft PowerPoint 2016 makes it easy to export presentations for a wide range of purposes. In this course, you'll learn about all the main ways and file formats in which you can export presentations. You'll also learn how to configure default image quality settings, how to compress images, and how to optimize the compatibility of a presentation with other systems.

Creating Photo Albums, Sections, Transitions, and Animations in PowerPoint 2016   ***.7 Hours***
Microsoft PowerPoint 2016 enables users to create and organize attractive photo albums, navigate a presentation easily using sections, and add a range of motion effects to slides. In this course, you'll learn how to add photos and captions to an album and customize their order and appearance; work with, rename, and remove sections in a presentation; and add and modify both animations and transitions in PowerPoint 2016.

Using Hyperlinks, Actions, and Comments in PowerPoint 2016   ***.9 Hours***
Microsoft PowerPoint 2016 makes it possible to link to different types of content and to collaborate with others in reviewing a presentation. In this course, you'll learn how to link to particular content from or within a presentation, and how to set a hyperlink to open or another action to occur when a slide object is clicked or moused over. You'll also learn how to use comments to review a presentation and collaborate with others, and how to use the Inking feature to add and format annotations on presentation slides.

Foundational Competencies

Workplace development competencies are job-based skills employees need in order to succeed across a wide variety of occupations. Having completed this certificate, you have enhanced your skills in one or more competency areas. You can learn more about these competencies by visiting the [Workforce Development Competencies](#) page. This certificate assisted you in developing the following competencies:

Computer Skills and Technology