







GMD 177 Web Page Design I









Video Lecture Guide: Website Analysis

Course: PowerPoint 2016 Essential Training














▼ Introduction

-   **Welcome**
57s 
-   **Using the exercise files**
1m 3s 









▼ 1. Navigating PowerPoint

-   **Touring the PowerPoint interface**
3m 44s 
-   **Changing views and adding guides**
3m 9s 
-  **Connecting PowerPoint to your OneDrive account**
1m 45s 













▼ 2. Working with Presentations

-   **Creating a presentation from scratch**
5m 28s 
-  **Creating a presentation from a template or theme**
3m 25s 
-  **Changing themes**
3m 6s 
-  **Controlling the look of your presentation with slide masters**
4m 5s 
-  **Adding a header and footer**
2m 16s 
-  **Working with file options using Backstage view**
1m 55s 









▼ 3. Working with Slides




- ★  **Adding and removing slides** 
5m 5s
- ★  **Changing the slide layout** 
5m 2s
- ★  **Organizing slides into sections** 
4m 47s
- ★  **Rearranging slides** 
2m 37s

▼ 4. Adding Pictures to Slides










-  **Adding pictures and clip art** 
6m 26s
-  **Aligning objects using guides** 
3m 26s
-  **Formatting and adding effects to pictures** 
4m 26s
- ★  **Understanding object layering** 
2m 56s
-  **Removing the background from pictures** 
3m 40s
-  **Using the Eyedropper tool** 
4m 9s

▼ 5. Adding Content to Slides




-  **Working with bullet points** 
3m 6s
-  **Using Outline mode to edit content** 
2m 16s
- ★  **Formatting text and creating WordArt** 
2m 32s
- ★  **Working with text boxes** 
4m 5s



- 🔖 **Creating and formatting tables** 4m 8s 
- 🔖 **Inserting Excel tables** 2m 17s 
- 🔖 **Using the research, language, and thesaurus tools** 2m 52s 



▼ **6. Adding Shapes, Diagrams, and Charts to Slides**

- ★  🔖 **Adding shapes** 3m 28s 
- ★  🔖 **Formatting shapes** 3m 30s 
- 🔖 **Cropping a picture to a shape** 2m 53s 
- 🔖 **Merging shapes to create your own graphics** 3m 51s 
- 🔖 **Creating and formatting charts** 4m 48s 
- 🔖 **Using SmartArt to create diagrams** 3m 7s 
- 🔖 **Adding equations** 1m 35s 



▼ **10. Reusing and Sharing Presentations**



- 🔖 **Saving a custom theme** 1m 21s 
- 🔖 **Inspecting a presentation for stray comments** 1m 48s 
- 🔖 **Saving a presentation as a template** 2m 49s 



 **Printing a presentation** 
1m 26s

 **Recording and narrating a slideshow** 
2m 17s

 **Saving your presentation as a video**
2m 37s

  **Exporting the presentation as a PDF or JPEG** 
2m 31s

 **Sharing the presentation with others** 
2m 37s

 **Presenting live online** 
2m 35s