

Microsoft PowerPoint 2016 – Level 1: Instructor Setup Guide

- **General Hardware Requirements for Office Professional Plus 2016**
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1.1 General Hardware Requirements for Office Professional Plus 2016

■ Workstation

COMPONENT	DESCRIPTION
Operating system	Windows 10, Windows 8.1, Windows 8, Windows 7 Service Pack 1, Windows 10 Server, Windows Server 2012 R2, Windows Server 2012, or Windows Server 2008 R2
Processor	1 gigahertz (GHz) or faster x86-bit or x64-bit processor with SSE2 instruction set
Disk space	3.0 gigabytes (GB)
Memory	2.0 gigabytes (GB) RAM
Display	Graphics hardware acceleration requires a DirectX10 graphics card and a 1280 x 800 or higher resolution monitor

1.2 Software Setup Notes

■ Workstation

This course was created using Windows 10 Enterprise as the operating system. Other operating systems described above may be used and should not impact the flow of the course.

This course was created with a complete installation of Office Professional Plus 2016. If desired, you may save disk space by installing only the more common applications.

The workstation should be configured to connect to the Internet to accommodate the exercise in section **1.2 Getting Started** pertaining to **Using PowerPoint Help**.

The workstation should be configured with a printer driver.

1.3 Classroom Data

Run the class data archive **P161en_data.exe** for this course to install the class data to the **C:\P161en_data** folder. The table below indicates the classroom data files that are included in the archive, as well as the section in which the file is first opened for use.

AGM	.pptx	Section 1.2 Getting Started , in the exercise Opening a Presentation
Travel1	.pptx	Chapter 1 Review Exercise
Review	.pptx	Section 2.2 Organizing Presentation Text as an Outline , in the exercise Working in an Outline
Travel2	.pptx	Chapter 2 Review Exercise
Review 3	.pptx	Section 3.1 Understanding Themes and Quick Styles , in the exercise Changing Presentation Themes, Theme Colours, and Background Styles
Travel3	.pptx	Chapter 3 Review Exercise
Review 4	.pptx	Section 4.1 Applying Slide Layouts , in the exercise Adding Slides and Entering Text
Accounts	.pptx	Section 4.2 Formatting Text , in the exercise Working with Tab Stops
Travel4	.pptx	Chapter 4 Review Exercise
Review 5	.pptx	Section 5.1 Formatting Bullets , in the exercise Working with Bullets
Travel5	.pptx	Chapter 5 Review Exercise
Review 6	.pptx	Section 6.1 Adding and Modifying WordArt , in the exercise Using WordArt
Profits Growth Chart	.jpg	Section 6.4 Adding and Customizing Graphics , in the exercise Working with Online and Local Images
Travel6	.pptx	Chapter 6 Review Exercise
Review 7	.pptx	Section 7.1 Building a Slide Show , in the exercise Working with Transitions and Slide Timings
Travel7	.pptx	Chapter 7 Review Exercise
Travel7b	.pptx	Chapter 7 Review Exercise

The **C:\P161en_data** folder may be deleted after the class.

1.4 Courseware Timing

The following table lists an estimated amount of time to be allocated per chapter and section based on a seven-hour training session. Time required for pre-class introductions or greetings has not been included. Please note that these are estimates only and that other variables may dictate the amount of time you spend on each chapter and section.

CHAPTER/SECTION	ESTIMATED TIME
Getting Started with PowerPoint 2016	55 min
1.1 Understanding Presentation Concepts	25 min
1.2 Getting Started	20 min
Review Exercise	10 min
Creating a New Presentation	55 min
2.1 Creating a New Presentation	20 min
2.2 Organizing Presentation Text as an Outline	20 min
Review Exercise	15 min
Working with Themes and Masters	65 min
3.1 Understanding Themes and Quick Styles	15 min
3.2 Modifying Slide Masters	20 min
3.3 Previewing and Printing a Presentation	15 min
Review Exercise	15 min
Designing a Presentation	65 min
4.1 Applying Slide Layouts	25 min
4.2 Formatting Text	25 min
Review Exercise	15 min
Making Modifications	65 min
5.1 Formatting Bullets	25 min
5.2 Editing a Presentation	25 min
Review Exercise	15 min
Enhancing Presentations with Objects	70 min
6.1 Adding and Modifying WordArt	15 min
6.2 Adding and Formatting SmartArt	10 min
6.3 Adding and Managing Objects	15 min
6.4 Adding and Customizing Graphics	15 min
Review Exercise	15 min

CHAPTER/SECTION	ESTIMATED TIME
Producing a Presentation	45 min
7.1 Building a Slide Show	15 min
7.2 Running a Slide Show	15 min
Review Exercise	15 min