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**Reviewing New 2016 PowerPoint Interface**

**Using the Outline Tab for Quick Editing**

- Working with the Outline Tab
- Collapsing & Expanding Slides
- Demoting & Promoting Text Lines
- Moving Text Lines
- Adding Slides in the Outline Tab
- Deleting Slides in the Outline Tab
- Rearranging Slides in the Outline Tab

**Editing Multiple Presentations**

- Viewing Multiple Presentations
- Copying Text Between Presentations
- Copying Slides Between Presentations
- Copying Slides with Drag & Drop

**Inserting & Controlling Pictures**

- Working with Graphics
- Using the Clip Art Task Pane
- Using Slide Layouts
- Inserting a Picture
- Cropping a Picture

**Inserting & Resizing Graphics & Clipart**

- Moving a Graphic
- Resizing a Graphic
- Formatting a Graphic
- Recoloring a Graphic

**Picture Styles, Borders & Effects**

- Applying a Picture Style
- Applying a Shape
- Adding Borders & Effects to Graphics

**Drawing Lines, Shapes & Objects**

- Using the Drawing Group
- Drawing an Enclosed Object
- Changing the Fill Color of an Object
- Applying a Fill Effect
- Drawing & Formatting Lines
- Creating a Text Box
- Rotating & Flipping Objects
- Arranging & Aligning Objects
- Grouping Objects

**Creating Basic Charts**

- Inserting a Chart
- Deleting Data from the Datasheet
- Entering Data into the Datasheet
- Changing the Chart Type
- Applying a Chart Style & Layout
- Displaying Chart Analysis
- Inserting Pictures
- Formatting your Chart Background

**Creating Custom Charts**

- Displaying Chart Axes
- Working with Gridlines
- Formatting & Scaling the Chart Axes
- Adding a Chart Title
- Changing the Data Series
- Adding a Drawing Object to a Chart
- Adding Text to a Chart
- Inserting a Data Table

**Applying 3-D Effects & Data Markers**

- Formatting the Chart Data Markers
- Repositioning the Legend
- Formatting the 3-D View of a Chart
- Exploding a Pie Chart

**Creating & Formatting PowerPoint Tables**

- Creating/Inserting a PowerPoint Table
- Using Table Drawing Tools
- Adjusting Table Cells
- Selecting/Inserting Rows & Columns
- Applying a Table Style
- Editing the Table Color
- Adding Table Effects
- Formatting Table Text using QuickStyles
- Adding Table Borders

**Inserting Word Tables & Excel Worksheets**

- Inserting a Word Table into PowerPoint
- Inserting an Excel Spreadsheet