



Certificate of Completion

Presented to

Austine Okenu

For the completion of

Microsoft PowerPoint 2016

Completed on

20th June, 2020

Course Transcript

Microsoft PowerPoint 2016

Learning Resource	Completion Date
Welcome and Overview NIBSS	17 Jun 2020
New Features in PowerPoint 2016 NIBSS	17 Jun 2020
New features in PowerPoint 2016 for MAC NIBSS	17 Jun 2020
Navigate a PowerPoint Presentation NIBSS	17 Jun 2020
Overview of the Desktop Screen and Views NIBSS	17 Jun 2020
Exercise 01 NIBSS	17 Jun 2020
Presentation Tips and Guidelines NIBSS	17 Jun 2020
Creating a New Presentation NIBSS	17 Jun 2020
Working with Slides NIBSS	17 Jun 2020
Saving a Presentation NIBSS	17 Jun 2020
Exercise 02 NIBSS	17 Jun 2020
Formatting Text NIBSS	17 Jun 2020
Working with Bullets NIBSS	17 Jun 2020
Exercise 03 NIBSS	17 Jun 2020

Provided by
Simon Sez IT

17 Jun 2020
Powered by
go1
Certificate ID
21915793

Inserting Shapes

17 Jun 2020

NIBSS	
Inserting Graphics NIBSS	17 Jun 2020
Inserting Pictures NIBSS	17 Jun 2020
Exercise 04 NIBSS	17 Jun 2020
Selecting Objects NIBSS	17 Jun 2020
Editing Objects NIBSS	17 Jun 2020
Formatting Objects - Part 1 NIBSS	17 Jun 2020
Formatting Objects - Part 2 NIBSS	17 Jun 2020
Arranging Objects NIBSS	17 Jun 2020
Grouping Objects NIBSS	17 Jun 2020
Exercise 05 NIBSS	17 Jun 2020
Picture Options NIBSS	17 Jun 2020
Cropping Pictures NIBSS	17 Jun 2020
Formatting Pictures NIBSS	18 Jun 2020
Things You Can Do with Pictures NIBSS	19 Jun 2020
Exercise 06 NIBSS	19 Jun 2020
Creating SmartArt NIBSS	19 Jun 2020
Modifying SmartArt NIBSS	19 Jun 2020
Writing Math Equations	19 Jun 2020

NIBSS

Exercise 07

NIBSS

19 Jun 2020

Creating Tables

NIBSS

19 Jun 2020

Formatting Tables

NIBSS

19 Jun 2020

Inserting Tables

NIBSS

19 Jun 2020

Exercise 08

NIBSS

19 Jun 2020

Adding Charts

NIBSS

19 Jun 2020

Formatting Charts

NIBSS

19 Jun 2020

Inserting Charts from MS Excel

NIBSS

19 Jun 2020

Exercise 09

NIBSS

19 Jun 2020

Using Masters

NIBSS

19 Jun 2020

Changing Master Slides

NIBSS

19 Jun 2020

Creating a New Master Design Template

NIBSS

19 Jun 2020

Exercise 10

NIBSS

19 Jun 2020

Adding Video to a Presentation

NIBSS

19 Jun 2020

Adding Audio to a Presentation

NIBSS

19 Jun 2020

Exercise 11

NIBSS

19 Jun 2020

Applying Transitions

NIBSS

19 Jun 2020

Transition Options

19 Jun 2020

NIBSS

Exercise 12

NIBSS

19 Jun 2020

Animating an Object

NIBSS

19 Jun 2020

Effect Options

NIBSS

19 Jun 2020

Working with the Animation Pane

NIBSS

19 Jun 2020

Motion Paths

NIBSS

19 Jun 2020

Triggers

NIBSS

20 Jun 2020

Exercise 13

NIBSS

20 Jun 2020

Working with Action Buttons

NIBSS

20 Jun 2020

Working with Hyperlinks

NIBSS

20 Jun 2020

Exercise 14

NIBSS

20 Jun 2020

Onscreen Presentation Options

NIBSS

20 Jun 2020

Hiding Slides

NIBSS

20 Jun 2020

Changing the Order of Slides

NIBSS

20 Jun 2020

Copying Slides

NIBSS

20 Jun 2020

Slideshow Options

NIBSS

20 Jun 2020

Exercise 15

NIBSS

20 Jun 2020

Rehearse Timings

NIBSS

20 Jun 2020

Recording a Presentation

20 Jun 2020

Slide Show Settings

20 Jun 2020

NIBSS

Creating a Custom Slide Show

20 Jun 2020

NIBSS

Exercise 16

20 Jun 2020

NIBSS

Exporting Options

20 Jun 2020

NIBSS

Working with the Backstage View & Customization Options

20 Jun 2020

NIBSS

Customizing the Ribbon

20 Jun 2020

NIBSS

Printing a Presentation

20 Jun 2020

NIBSS

Exercise 17

20 Jun 2020

NIBSS

Conclusion

20 Jun 2020

NIBSS