

# MICROSOFT POWERPOINT 2016



## WHY TRAIN WITH CAREER STEP?

Microsoft PowerPoint 2016 is used in business, academic, and home settings worldwide, and being able to use the software is an important life skill. With the Career Step Microsoft PowerPoint 2016 course, you'll have more than 22 hours of comprehensive PowerPoint curriculum, Microsoft Office Specialist (MOS) certification preparation, and online training, with the benefit of classroomstyle resources.

## COMPREHENSIVE CURRICULUM

The Microsoft PowerPoint 2016 course is divided into beginning and intermediate sections, with over 22 hours of training. Upon completion of the course, you will be prepared to earn the MOS credential, with skills in:

- Inserting, editing, and formatting text
- Formatting and viewing a presentation
- Finalizing and delivering a presentation
- Working with objects, tables, charts, and SmartArt
- Working with effects and multimedia



## ONLINE TRAINING WITH CLASSROOM RESOURCES

Online training offers you flexibility that a classroom setting can never provide. Instead of blocking out large chunks of time or even days to attend Microsoft PowerPoint training, you can gain the skills you need to earn your MOS credential around your schedule and at a pace that fits your life. With the Career Step Microsoft PowerPoint 2016 course, you secure:

- **Long-term curriculum access**  
Instead of having just a few hours in a classroom setting to master the material, you'll have three months of 24/7, online access to learn at your own pace.
- **Hands-on practice**  
We've made the course a hands-on experience with an incredible interactive, clickable format, designed to help you learn by doing.
- **Reference materials**  
You'll also receive a quick reference card to help you study away from the computer and give you a reference after you've completed the course.
- **Live student support**  
Online training shouldn't mean you're on your own. With Career Step, you can get your questions answered by a certified professional by phone, email, and chat.

## MOS CERTIFICATION PREPARATION

The Microsoft Office Specialist (MOS) credential proves your Microsoft skills to employers, making you more marketable by enhancing your resume. The Career Step Microsoft PowerPoint 2016 course was specifically developed to prepare you to earn this credential and includes comprehensive curriculum with an interactive, step-by-step format so you can practice the skills you'll need.

Visit [CareerStep.com/microsoft](https://www.careerstep.com/microsoft) to get started today!