TECH TUTOR

ONE-ON-ONE COMPUTER HELP | COMPUTER CLASSES

Microsoft PowerPoint 2016
LEVEL 3

kcls.org/techtutor

Microsoft PowerPoint 2016 - Level 3

Welcome to *Microsoft PowerPoint 2016 - Level 3*. In this class you will edit and modify a document in practice test software called GMetrix. The practice test modules in GMetrix are an excellent way to learn and practice PowerPoint skills, and they prepare you for the Microsoft Office Specialist (MOS) Word 2016 certification exam if you wish to pursue it. Read more about MOS and other certifications at kcls.org/certify.

Contents

In this class, you will…

Continue to learn and practice PowerPoint skills in GMetrix Skills Management System (SMS) software.

This includes:
- Edit picture styles
- Manage master slide themes and other variants
- Modify tables, videos, and other objects

Review PowerPoint 2016 – Level 1, read the blogpost at: **https://1.kcls.org/2HZZ0pJ** (case-sensitive)

Review PowerPoint 2016 – Level 2, read the blogpost at: **https://1.kcls.org/2ysC0jM** (case-sensitive)

Get Started with GMetrix

1. Launch GMetrix SMS from desktop (see Figure 1)
2. Click "Sign Up" to create free GMetrix account (see Figure 2)
3. Sign in to GMetrix with new account credentials
4. Click Access Codes
5. Enter the GMetrix Activation Code: *obtain code from instructor, or email instruction@kcls.org to request it*
6. Click the arrow button
7. Click "PowerPoint" square
8. Select "Training" Mode
9. Select "PowerPoint 2016 Practice Exam 1 Training"
10. Click "Start Test"
11. Proceed with completing the tasks
12. Click "Mark Completed" when task is completed   (See important notes next page.)

Figure 1 - GMetrix desktop icon

IMPORTANT NOTES:

- Click "Help" button (may be a "light bulb" icon) to receive instructions on how to complete a task
- On KCLS computers, you will find the GMetrixTemplates folder via this path: *Computer > Files > KCLSGMetrixDocuments > GMetrixTemplates*

Try GMetrix at Home

GMetrix Practice Tests for MOS are a premium resource that you may access from home.
It requires a free software download and Microsoft Office 2013 or 2016. The basic steps to get set-up and gain access to GMetrix are listed below, but you may want to refer to the **GMetrix Quick Start Guide** for complete details. In the future, all KCLS computers will have GMetrix.

Overview for GMetrix Set-Up

1. Go to **www.gmetrix.net/download** to download and install the GMetrix Practice Test software
2. After installing you will be prompted to login with a user ID and password
3. You may resume a previous practice module, or start a new one

One-on-One Help and Online Courses

KCLS recommends free One-on-One computer help and computer classes as you continue to learn about PowerPoint 2016 and computers. Stop by your local library or go to **kcls.org/techtutor** to find upcoming sessions near you. You may also call Ask KCLS at 1-800-462-9600.

Try it! Online courses are also an excellent way to continue your learning. On an Internet enabled computer, try these online courses:

- "PowerPoint 2016 Basics" from GCFLearnFree. Go to: **https://1.kcls.org/2LZVeio**
- "PowerPoint 2016 Essential Training" from Lynda.com. Go to: **https://1.kcls.org/2I1KihT**

TIP: Want to earn a Microsoft Certification? Go to **kcls.org/certify** for more information. Certification is a great way to prove your skill to teachers and employers. You're already on track with this class, so make it your learning goal!

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