Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

Special courses

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

On request

PRICE INCL. VAT

On request

Macrosoft školiace centrum
Aktuálne informácie na Macrosoft.sk

PDF SYLLABUS

Creating Brochures and Handouts - PowerPoint in Microsoft 365 (Webinar for Schools)

Clear overview of course topics, training scope and key information.

The webinar is intended for teachers of all schools and is organized in cooperation with Microsoft. Its role is to help educate and prepare teachers. It is free for all teachers at all levels.

COURSE CONTENT

01 **Program Setup**

Layout setup Creating a template

02 **Working with Graphics**

Graphic objects Editing graphic objects

03 **Working with Text**

Theory of font use (fonts, cuts) Working with text blocks Editing the shape of text

04 **Finalization**

Document check Preparing documents for printing and export

This document serves as an informational overview of the course syllabus. Current dates, venue and availability are listed at Macrosoft.sk.

https://www.macrosoft.sk/en/courses/creating-brochures-and-handouts-in-powerpoint