Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

MS Office courses

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

99,00 €

PRICE INCL. VAT

121,77 €

including 23 % VAT

Macrosoft školiace centrum

Aktuálne informácie na Macrosoft.sk

PDF SYLLABUS

PowerPoint 1 - In Practice

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

The PowerPoint in Practice course is intended for everyone who needs to quickly and effectively process information intended for presentation purposes in advertising, business and promotional areas, as well as in the field of professional presentations and modern teaching methods.

COURSE CONTENT

01 Description of the PowerPoint Working Environment

Creating, opening and saving a presentation in MS PowerPoint.
Working with different views of a presentation.

02 Creating a Presentation in PowerPoint

Changing the appearance of a presentation.
Working with templates and color schemes.
Manual formatting – advantages, disadvantages.
Creating, saving and using your own template.

03 Working with Slides

Selecting a suitable slide type, changing the slide type.
Working with text in MS PowerPoint.
Drawing and working with objects.
Working with tables, charts, diagrams and imported graphics OLE, DDE, updating links.
Using hyperlinks.
Animations and transition effects in PowerPoint.
Working with data stored in another presentation or in MS Word.
Arranging a presentation in outline form.
Flowcharts, organization charts, WordArt.
Creating pages with notes and handouts.
Printing.
Discussion.
Conclusion.

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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/powerpoint-1-in-practice