Formation MS Office PowerPoint - Creating presentations using wizards in Geneva, Zurich, Huston, San-Antonio, Dallas, Los Angeles, San Diego, New York, Washington, Chicago, San Francisco and anywhere in Switzerland, USA, Great Britain and Germany.

ID : 417

Goal : Create basic presentations for professional use with the help of integrated wizards while avoiding the usual mistakes.

Audience : Employees needing to create basic presentations

Prerequisites : Perfect control of mouse and keyboard as well as copy/paste feature & files and folders management in MS Windows.

Goals :

- Introduction
- Utility and limitations of PowerPoint
- Discovering and customizing the user interface
- Using the online Help
- Open corporate Templates
- Creating a slideshow using the wizard
- Apply predefined slide designs, slide layouts, color and animation schemes
- Basic setup of slide content
- Definition of slide headers and footers
- Inserting a corporate image in the slide masters
- Inserting, moving, hiding and deleting slides
- Creating a slide with a Table of Contents (pre 2007 release)
- Checking the slide show structure with the Outline View
- Saving a slideshow in *.ppt or *.pps format
- Export one ore many slides as image using the Save As command
- Ways to print out a slideshow
- Protecting a slideshow with a password
- Using keyboard shortcuts and tools for Slide Show View
- Do's and Don'ts
- Training Conclusion

Pedagogical method : The training content might be adapted to the trainees specific needs.

Suggested duration for presentiel training (days) : 0.5
Suggested duration for on-line training (days) : 0.6

Daily price in face-to-face : 225 CHF
Daily price in remote : 108 CHF
Daily price in remote for students : contact us (only if student card!)
Daily price in remote (with recording) : 1125 CHF
Prices are per day per trainee without course material, without certificate, without evaluation, without exam, without training room or computer (these are each optional and must be requested in addition in the contact form for the establishment of the quote).

Tags : ms powerpoint training, MS powerpoint training, slideshow, slide masters, master, slide, slide layout, slide design, color schemes, pps, ppt, pptx.

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