



Formation MS Office PowerPoint - Managing pictures, shapes and charts 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 : 422

Goal : Create and manage MS Excel charts in MS PowerPoint as well as organization charts & flowcharts. Get the necessary knowledge of the software limitations (compared to MS Visio).

Audience : Office employees needing to create professionally looking charts and diagrams.

Prerequisites : Control (use & edit) of basic slideshow from existing templates.

Goals :

- Introduction
- Software limitations on managing pictures
- Selecting the appropriate image file type
- Copy/Paste techniques from MS Excel charts to MS PowerPoint
- Create a chart in PowerPoint importing Excel data
- organization charts, cycle, radial, pyramidal, Venn and target diagrams edition and formatting
- Edit Flowcharts using AutoShapes and Connectors
- Grid and guides activation
- Optimizing image file size
- Inserting linked images
- Photo Album edition (optional subject)
- Training Conclusion

Pedagogical method : This training is based on examples (or examples) selected by the trainer.

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, powerpoint training, MS powerpoint trainings, powerpoint charts, powerpoint diagrams, images, optimization, autosshapes, grid, guides.

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