



Formation MS Office PowerPoint - Formatting paragraphs and tables 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 :** 431

**Goal :** Create and manage professionally paragraphs and tables in MS PowerPoint to avoid usual pitfalls and problems that are wasting time in achieving slideshows.

**Audience :** Anyone using texts and tables in slides.

**Prerequisites :** Know how to create and use simple slideshows from existing templates.

## Goals :

- Introduction
- Use of tabs (left, right, centered, decimal)
- Use of first row, left and right indents
- Customizing and setting up bullets and numberings
- Search and replace text
- Search and replace fonts
- Formatting and adding shadows styles
- Modify text settings through the slides master
- Creation of custom animations on texts and paragraphs (dim after animation, order, levels, etc.)
- Insertion, formatting and modifications of tables
- Technics (tips) for creating animations on tables
- Copy/Paste of Word or Excel tables with or without links
- Training Conclusion

**Pedagogical method :** This training is based on small practical examples targeted on the job of the participants.

**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 :** powerpoint training, ms powerpoint training, MS powerpoint training, ms powerpoint, powerpoint, tables, paragraphs, animations, texts, bullets, numberings.

Please enable JavaScript to view the [comments powered by Disqus](#).