



**PowerPoint training in Zurich and anywhere in Switzerland, USA, Great Britain and Germany.**

## **Creating complex animations and illustrations**

[\(more...\)](#)

Create complex animations and illustrations taking into account the limits of MS PowerPoint compared to softwares such as Adobe Photoshop, Illustrator, Flash or others.

## **Creating presentations using wizards**

[\(more...\)](#)

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

## **Formatting paragraphs and tables**

[\(more...\)](#)

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

## **Managing multimedia objects**

[\(more...\)](#)

Learn to integrate, according to different techniques and with different results, types of media as MP3, WAV, WMW, WMA, DivX, RM, SWF, AVI, FLV etc, etc. and control their animation.

## **Managing pictures, shapes and charts**

[\(more...\)](#)

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).

## **Professional techniques of presentations**

[\(more...\)](#)

Learn to present effectively the content of presentations and slideshow, to manage the public and to avoid the classic IT and human traps.

Trainings, Courses available 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.