PowerPoint – Fundamentals

Description

Microsoft PowerPoint is a powerful tool that allows you to create visually appealing and engaging presentations. Whether you are a professional or someone who wants to improve their presentation skills, this training will provide you with the necessary skills to master the fundamentals of PowerPoint.

Classroom Registration Price (CHF)
400
Virtual Classroom Registration Price (CHF)
375
Course Content
Module 1: Basic functions

- PowerPoint environment (tabs and ribbons with their main functions)
- Opening/creating a presentation
- Creating/inserting/deleting a slide
- Moving around in a presentation
- Saving and printing a presentation
- Launching and using the Slide Show mode

Module 2: Managing Text

- Inserting and formatting text (font, color, size, etc.)
- Recognizing a placeholder
- Creating bulleted or numbered lists
- Text alignment options
- Inserting a simple table
- Reduce/enlarge row and column sizes
- Adding/deleting rows and columns
- Merging cells
- Inserting hyperlinks

Module 3: Managing simple graphic objects

- Inserting a simple graphic object (image, photo or simple shape)

- Moving an object in a presentation
- Resizing an object
- Recognizing an animated object in a slide

Module 4: Using Themes and Templates

- Opening a presentation template
- Applying a predefined theme to a presentation
- Making simple changes to a theme (color scheme, font)

Lab / Exercises

- Practice exercises will be given at the end of each module

Documentation

- Digital course material included

Participant profiles

- Anyone who needs to use the basic features of PowerPoint quickly and easily

Prerequisites

- No prerequisites

Objectives

- Use the main functions of the software
- Manage
- Insert/delete or move simple graphic objects
- Use a template or apply a predefined theme

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Duration (in Days)
0.5
Reference
MOP-01