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.

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

Niveau
Fondamental
Classroom Registration Price (CHF)
400
Virtual Classroom Registration Price (CHF)
375
Duration (in Days)
0.5
Reference
MOP-01