

POWERPOINT

One day (8 x 45minutes)
CHF 1200.-

Renseignements

Tél. +41 22 732 51 11
Lu-Ve de 8h30 à 12h00
et de 13h00 à 17h00

DEFINITION

PowerPoint is the best current tool for computer-assisted presentation.

TARGET

This course is aimed at anyone wishing to illustrate a lively and dynamic presentations in a professional environment.

OBJECTIVES

Being able to make a multimedia presentation work using static or animated illustrations and how to use it in different ways (creating and inserting objects: charts, pictures, diagrams, ...).

REQUIREMENT

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METHODOLOGY

PowerPoint training is based on theoretical PowerPoint manual, but main part of the training is dedicated to practical exercises with personalized assistance from the trainer.

CONTENT OF POWERPOINT

Introduction presentations (advice)
Management presentations (opening, closing, recording, text boxes, presentation away, automatic summary, toolbars)
Display Modes (page sorter, plan, slideshow)
Manipulation of slides (adding / deleting, moving, layout, background, design patterns)
Inserting and editing objects (text boxes, objects, AutoShapes, shadows and 3D effects)
Embedded objects (images, WordArt, charts, tables)
Manipulation of objects (move, resize, group, order)
Slide Master
animations
transition
slideshow
Comments
HTML export
printing