

## Microsoft PowerPoint for Beginners (PP365E)

ID PP365E Price 490.— €(excl. tax) Duration 1 day

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### Course Overview

Learn how to create and present convincing presentations using PowerPoint in the shortest possible time with this compact course. Supported by easy-to-understand, practical examples and tips, we show you how to work cleverly and goal-oriented with PowerPoint.

On the very first pages, you will learn all the basic aspects of PowerPoint using an easy-to-follow example - from opening and viewing a presentation to adding new slides to saving and printing. Thus, after the first chapter, you will not only have understood the essential basics of working with PowerPoint, but also experienced them in practice.

After you have received an overview of the basic possibilities of PowerPoint, you will gradually learn all PowerPoint features that may be important in later practice, such as formatting text or inserting images. In this way, you can expand your PowerPoint skills step by step as required. In addition, "PowerPoint 2019 - Basic course compact" also provides you with valuable services as a reference work again and again.

- Quick start and operating concept
- Entering, revising and structuring slide texts
- Format slide contents
- Add images, transitions and animations
- Print handouts and transparencies
- Presentations
- PowerPoint individualisieren

Tailored to the learning topics in "PowerPoint 2019 - Basic course compact", with BuchPlus you receive a comprehensive digital media package with learning videos, example, exercise and results files, quick overviews, knowledge tests, supplementary learning content and a glossary.

### Course Content

#### 1 Get to know PowerPoint

- 1.1 What is PowerPoint
- 1.2 PowerPoint starten
- 1.3 View presentation
- 1.4 Edit presentation
- 1.5 Print presentation
- 1.6 PowerPoint beenden

#### 2 Basic techniques

- 2.1 PowerPoint windows at a glance
- 2.2 Using the ribbon
- 2.3 Using PowerPoint Help
- 2.4 Undoing work
- 2.5 Saving and closing presentations
- 2.6 Creating and opening presentations

#### 3 Getting started with film editing

- 3.1 Creating slides with bulleted texts
- 3.2 Marking, overwriting and deleting slide texts
- 3.3 Assigning slide layouts
- 3.4 Working with multiple slides
- 3.5 Using slide designs
- 3.6 Foil size
- 3.7 Setting up footers
- 3.8 Exercise

#### 4 Enter and design slide texts

- 4.1 Handling text placeholders
- 4.2 Character formatting in text placeholders
- 4.3 Performing special character formatting
- 4.4 Formatting paragraphs
- 4.5 Using enumerations and numbering
- 4.6 Exercises

#### 5 Revise text content

- 5.1 Copying and moving texts with the mouse
- 5.2 Using the clipboard
- 5.3 Search and replace text elements
- 5.4 Use spell checker
- 5.5 Special features of text input
- 5.6 Exercise

## 6 Use views effectively

- 6.1 Basic knowledge of views
- 6.2 Normal view
- 6.3 Outline view
- 6.4 Slide sorting view
- 6.5 Exercises

## 7 Create and design objects

- 7.1 Using visualizations
- 7.2 Basic object processing
- 7.3 Change object size and shape
- 7.4 Assigning shape and fill effects
- 7.5 Rotate and tilt objects
- 7.6 Labeling objects
- 7.7 Transfer properties or define as standard
- 7.8 Positioning objects precisely
- 7.9 Determining object order and visibility
- 7.10 Aligning and distributing objects
- 7.11 Exercise

## 8 Tables, WordArt, images and AV media

- 8.1 Create and edit tables
- 8.2 Designing text with WordArt text fields
- 8.3 Inserting images
- 8.4 Editing images
- 8.5 Using audio-visual media
- 8.6 Exercises

## 9 Control presentations

- 9.1 Starting slide shows
- 9.2 Using the instructor view
- 9.3 Controlling slide shows
- 9.4 Testing Presentations in Reading View
- 9.5 Making settings around the presentation
- 9.6 Using slide transitions
- 9.7 Using animation effects
- 9.8 Hide slides
- 9.9 Automate presentations
- 9.10 Exercises

## 10 Print slides and accompanying material

- 10.1 Using print preview
- 10.2 Create accompanying material
- 10.3 Exercise

## 11 PowerPoint individualisieren

- 11.1 Customizing the Toolbar for Access
- 11.2 Customizing the ribbon

- 11.3 Customizing PowerPoint Options

# About Fast Lane



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