

## Microsoft PowerPoint Compact (PP365K)

**ID PP365K** **Price 890.—** €(excl. tax) **Duration 2 days**

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### This training includes:

- [Microsoft PowerPoint for Beginners \(PP365E\)](#)
- [Microsoft PowerPoint for Advanced Users \(PP365F\)](#)

### 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

#### Microsoft PowerPoint for beginners

- 1 Get to know PowerPoint
- 2 Basic techniques
- 3 Getting started with film editing
- 4 Enter and design slide texts
- 5 Revise text content
- 6 Use views effectively
- 7 Create and design objects
- 8 Tables, WordArt, images and AV media
- 9 Control presentations
- 10 Print slides and accompanying material
- 11 PowerPoint individualisieren

#### Microsoft PowerPoint for advanced users

- 1 Planning presentations
- 2 Create slides with designs
- 3 Design templates professionally
- 4 Use appropriate colours and fonts
- 5 Designing individual slides
- 6 Using tables and diagrams on slides
- 7 Using graphics and formulas on slides
- 8 Designing slides with AV media
- 9 Using Excel functions in PowerPoint
- 10 Use animations
- 11 Prepare professional support material
- 12 The optimal screen presentation
- 13 Presenting professionally

### Detailed Course Outline

#### Microsoft PowerPoint for beginners

##### 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

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- 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

## Microsoft PowerPoint for advanced users

### 1 Planning presentations

- 1.1 Preliminary considerations for creating presentations
- 1.2 Define objectives and target group
- 1.3 Compiling information
- 1.4 Organise information systematically
- 1.5 Timing
- 1.6 Selection of resources for the lecture
- 1.7 Determining the structure of a presentation

- 1.8 Creating an Outline with PowerPoint
- 1.9 Structuring presentations with sections

## **2 Create slides with designs**

- 2.1 What are designs?
- 2.2 Assigning designs and design elements
- 2.3 Create and edit your own designs
- 2.4 Exercises

## **3 Design templates professionally**

- 3.1 Basic information on the use of templates
- 3.2 Using design elements in the slide master
- 3.3 Dividing the space on the slide
- 3.4 Notes on the design of the slide master
- 3.5 Create additional masters
- 3.6 Using several masters
- 3.7 Creating an individual slide layout
- 3.8 Using Microsoft Office templates
- 3.9 Exercises

## **4 Use appropriate colours and fonts**

- 4.1 Using colours
- 4.2 Selecting appropriate fonts
- 4.3 Assigning suitable font sizes
- 4.4 Designing presentations without barriers
- 4.5 Changing alignment and indents of paragraphs in the Master
- 4.6 Setting line and paragraph spacing in the master
- 4.7 Exercises

## **5 Designing individual slides**

- 5.1 Notes on slide design
- 5.2 Designing texts on transparencies
- 5.3 Using appropriate character formatting
- 5.4 Designing diagrams
- 5.5 Inserting and designing additional slides
- 5.6 Create presentation slides
- 5.7 Navigating to sections with zoom functions
- 5.8 Adding comments to slides
- 5.9 Exercise

## **6 Using tables and diagrams on slides**

- 6.1 Designing tables
- 6.2 Editing tables individually
- 6.3 Designing diagrams
- 6.4 Exercise

## **7 Using graphics and formulas on slides**

- 7.1 Using graphics in presentations
- 7.2 Inserting graphics in PowerPoint
- 7.3 Create a photo album from graphics
- 7.4 Inserting mathematical formulas
- 7.5 Exercises

## **8 Designing slides with AV media**

- 8.1 Using AV media
- 8.2 Using videos
- 8.3 Edit videos
- 8.4 Using audio elements
- 8.5 Compress multimedia elements
- 8.6 Create screen recordings
- 8.7 Exercise

## **9 Using Excel functions in PowerPoint**

- 9.1 Creating an Excel spreadsheet in PowerPoint
- 9.2 Inserting an existing Excel table
- 9.3 Exercises

## **10 Use animations**

- 10.1 Use animations sensibly
- 10.2 Assigning animations
- 10.3 Customize animations
- 10.4 Timing animation sequences
- 10.5 Using animation paths
- 10.6 Animate diagrams
- 10.7 Animating SmartArt graphics
- 10.8 Animate 3D objects
- 10.9 Exercise

## **11 Produce professional supporting material**

- 11.1 Creating notes for the presentation
- 11.2 Designing and printing notes
- 11.3 Prepare handouts for the audience
- 11.4 Practical tips on notes and handouts
- 11.5 Exercise

## **12 The optimal screen presentation**

- 12.1 Hiding slides in the slide show
- 12.2 Using links in presentations
- 12.3 Navigating with zoom functions
- 12.4 Packaging screen presentations
- 12.5 Sharing slide shows
- 12.6 Using the instructor view
- 12.7 Special presentation options
- 12.8 Exercise

## **13 Presenting professionally**

- 13.1 What you should do before the presentation
- 13.2 Prepare presentation at the venue
- 13.3 Presenting professionally

# About Fast Lane



Fast Lane is a global, award-winning specialist in technology and business training as well as consulting services for digital transformation. As the only global partner of the three cloud hyperscalers- Microsoft, AWS and Google- and partner of 30 other leading IT vendors, Fast Lane offers qualification solutions and professional services that can be scaled as needed. More than 4,000 experienced Fast Lane professionals train and advise customers in organizations of all sizes in 90 countries worldwide in the areas of cloud, artificial intelligence, cyber security, software development, wireless and mobility, modern workplace, as well as management and leadership skills, IT and project management.

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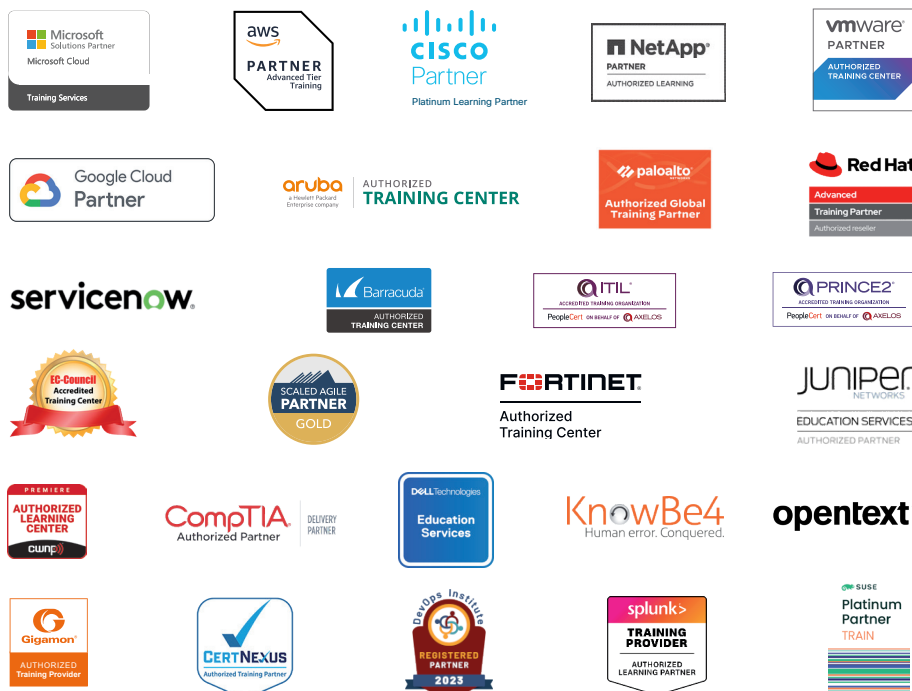
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