Microsoft PowerPoint – basic

Course code: MSPW1

Complete this course and get 90 days access to practice in e-learning version for free. You can choose the e-learning course in Czech, Slovak or English.

Who is the course for

This course is assigned for users, who have never created presentations.

What we teach you

You will learn to create and graphically edit high-quality presentations.

Required skills

- PC and Windows - For Beginners
- Microsoft Word - elementary level

Course Outline

Introduction, Application interface, customization of working panes and their sense

Creating of presentation

- Creating a new presentation
- Idea of Template
- Saving, opening, looking for presentation
- Compatibility issues

Preparation of slides

- Inserting a slide
- Slide layout
- Custom text field
- Multilevel lists
- Size and position of frames

Slides formatting

- Text formatting
- Paragraphs
- Reset to default format

Formatting in bulk

- Built-in motives
- Built-in color schemes
- Background
- Role of master slide

Inserting objects of other applications

- Picture
- Chart
- Simple SmartArt

Preparation of presentation

- Proofing
- Header/footer

Slide show

- Presenter View
- Role of notes
- Digital pen of PowerPoint

Print

- Handouts &Notes