

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.

Affiliate	Duration	Course price	ITB
Praha	1	2 400 Kč	0
Brno	1	2 400 Kč	0
Bratislava	1	100 €	0

The prices are without VAT.

Course terms

Date	Duration	Course price	Type	Course language	Location
13.04.2026	1	100 €	Presence	CZ/SK	GOPAS Bratislava
04.05.2026	1	2 400 Kč	Presence	CZ/SK	GOPAS Praha
02.06.2026	1	2 400 Kč	Online	CZ/SK	Online
02.06.2026	1	100 €	Online	CZ/SK	Online
24.06.2026	1	2 400 Kč	Presence	CZ/SK	GOPAS Brno

The prices are without VAT.

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

GOPAS Praha

Kodaňská 1441/46
101 00 Praha 10
Tel.: +420 234 064 900-3
info@gopas.cz

GOPAS Brno

Nové sady 996/25
602 00 Brno
Tel.: +420 542 422 111
info@gopas.cz

GOPAS Bratislava

Dr. Vladimíra Clementisa 10
Bratislava, 821 02
Tel.: +421 248 282 701-2
info@gopas.sk



Copyright © 2020 GOPAS, a.s.,
All rights reserved

Microsoft PowerPoint – basic

- 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

GOPAS Praha

Kodaňská 1441/46
101 00 Praha 10
Tel.: +420 234 064 900-3
info@gopas.cz

GOPAS Brno

Nové sady 996/25
602 00 Brno
Tel.: +420 542 422 111
info@gopas.cz

GOPAS Bratislava

Dr. Vladimíra Clementisa 10
Bratislava, 821 02
Tel.: +421 248 282 701-2
info@gopas.sk



Copyright © 2020 GOPAS, a.s.,
All rights reserved