Microsoft PowerPoint – basic

Course code: MSPW1

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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
14.09.2026	1	2 400 Kč	Presence	CZ/SK	GOPAS Praha
07.10.2026	1	2 400 Kč	Presence	CZ/SK	GOPAS Brno
08.10.2026	1	100 €	Online	CZ/SK	Online
08.10.2026	1	2 400 Kč	Online	CZ/SK	Online
18.11.2026	1	2 400 Kč	Presence	CZ/SK	GOPAS Praha
08.12.2026	1	100 €	Presence	CZ/SK	GOPAS Bratislava
21.12.2026	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

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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

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