

Microsoft PowerPoint Refresher («MPREFR»)

By attending this one-day seminar, you will bring your PowerPoint knowledge up to date.

Duration: 1 day

Price: 650.–

Course documents: Digicomp Courseware

Content

1. Use the correct slide layout
 - Select, change and reset the slide layout
2. Capture texts efficiently
 - Use keyboard shortcuts at bulleted levels
3. Visualize information
4. Insert images and make them appealing
 - Image formats and file size reduction options
 - Apply image effects
 - Select Image Capture
 - Optimize Images
 - Create Collages
5. Handle shapes
 - Insert and Customize Shapes
 - Efficiently duplicate shapes
 - Format Shapes
 - Align and group shapes
 - Guides
6. Use of tables
 - Insert and format tables
7. Smart Art Graphics
 - Create an Organization Chart
 - Visualize project flow
8. Slide transitions
 - Pro and Contra
 - Apply slide transitions

9. Exchange data between Office apps

- From PowerPoint to PowerPoint
- From Word to PowerPoint and back
- From Excel to PowerPoint

10. Print

- Handouts
- Create PDF

11. Slide show

- Setup options
- Presenter view
- Control the presentation

Key Learnings

- Feel confident in using PowerPoint again
- Do your job faster in PowerPoint
- Ideal basis for attending further courses

Target audience

People who have already created PowerPoint presentations and want to refresh their knowledge. This course is not suitable for beginners.

Additional information

This course is suitable for PowerPoint 2019, 2016 and 2013 users.

Further courses

- [Interactive presentations and templates with Microsoft PowerPoint \(«MP2»\)](#)

Any questions?

We are happy to advise you on +41 44 447 21 21 or info@digicomp.ch. You can find detailed information about dates on www.digicomp.ch/courses-microsoft-office/microsoft-office-apps/microsoft-powerpoint/course-microsoft-powerpoint-refresher