Microsoft PowerPoint fundamentals («MP1»)

This Microsoft PowerPoint course will teach you the basics of using PowerPoint to create impressive and professional presentations. Topics such as data sharing, design, animation and visualisation are also covered.

Duration: 2 days
Price: 1'140.–
Course documents: Digital Digicomp courseware

Content

1 The PowerPoint workspace

- Workspace elements
- The views

2 Managing presentations

- Create a new presentation
- Saving a presentation

3 Designing slides

- Slide layouts
- Entering text
- Shapes
- Tables

4 Visualising information

5 Graphical elements

- (Online) images
- Photo album
- Pictograms (Office 2019/365 only)
- WordArt
- SmartArt graphics

6 Charts

- Creating simple charts
- Chart types
- Entering data
- Editing a chart

7 Applying themes

- Design templates (themes)
- Design colours
- Theme ideas (Office 2019/365 only)

8 Animations

- Slide transitions

9 Data sharing

- From PowerPoint to PowerPoint
- From PowerPoint to Word
- From Excel to PowerPoint
- Save object as graphic

10 Spelling

- Setting the language
- Checking and correcting text
- AutoCorrect

11 Printing

- Set up page
- Header and footer
- Printing your presentation (slides, handouts)

12 Target audience presentations

13 Set up, start, and control a screen presentation

Key Learnings

- Gaining the basic skills to use PowerPoint and creating professional presentations
- Understanding design elements and animating presentations
- Mastering data exchange (slides, content from other applications, etc.)
- Printing and/or delivering presentations

Target audience

This course is aimed at users who want to get to know PowerPoint from scratch or have already worked a bit with it and now want to deepen their knowledge.

Requirements

Practised use of mouse and keyboard as well as basic PC skills are required. We offer the following courses for PC beginners:

- Windows 10 and Office 2019/365 fundamentals («O19G»)

Further courses

- Interactive presentations and templates with Microsoft PowerPoint («MP2»)
- Target-group-oriented presentations with PowerPoint («MPZGP»)
- Visualizing data with Excel («ME3»)

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-fundamentals