

# 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

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Print

- Handouts & Notes

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