

# 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
15.01.2025	1	2 400 Kč	Presence	CZ/SK	GOPAS Brno
22.01.2025	1	2 400 Kč	Presence	CZ/SK	GOPAS Praha
19.02.2025	1	100 €	Presence	CZ/SK	GOPAS Bratislava prezenčne
10.03.2025	1	2 400 Kč	Presence	CZ/SK	GOPAS Praha
08.04.2025	1	100 €	Online	CZ/SK	GOPAS Bratislava online
23.04.2025	1	2 400 Kč	Presence	CZ/SK	GOPAS Brno
28.05.2025	1	2 400 Kč	Presence	CZ/SK	GOPAS Praha
04.06.2025	1	100 €	Presence	CZ/SK	GOPAS Bratislava prezenčne

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## 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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# Microsoft PowerPoint – basic

## 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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