

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 |
|------------|----------|--------------|----------|-----------------|----------------------------|
| 10.03.2025 | 1 | 2 400 Kč | Presence | CZ/SK | Gopas Praha Prezenční |
| 08.04.2025 | 1 | 100 € | Online | CZ/SK | Gopas Bratislava Online |
| 23.04.2025 | 1 | 2 400 Kč | Presence | CZ/SK | Gopas Brno Prezenční |
| 21.05.2025 | 1 | 100 € | Presence | EN | Gopas Bratislava Prezenční |
| 28.05.2025 | 1 | 2 400 Kč | Presence | CZ/SK | Gopas Praha Prezenční |
| 04.06.2025 | 1 | 100 € | Presence | CZ/SK | Gopas Bratislava Prezenční |

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

Slides formatting

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Microsoft PowerPoint – basic

- 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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