



# Microsoft PowerPoint

## Seminar objective

Microsoft PowerPoint, as a component of the Microsoft Office suite, is a program designed for the quick yet professional and effortless creation of presentations. This seminar aims to provide you with the necessary knowledge required for both the visual and content design of a presentation.

## Seminar content

- Structure and lay-out of the Powerpoint user interface
- Creating a presentation with text, enumeration and tables
- Business diagrams, organizational charts, drawing features, clip and smart art
- Creating and using templates and designs
- Design tips, tricks and rules (corporate design)
- Printing a presentation
- Animation of text and graphic objects
- Fade-in times and slide transitions
- Create automated presentations (e.g. for trade fairs, foyers, shop windows,...)
- Sound and video in one presentation
- Using interactive features
- Compilation of individual slides for several target groups
- Working with notes and handouts

## Target audience

This seminar is intended for users who need to create presentations on a regular basis.

### Course ref.

IT7090-13

### Participants

not more than 9 participants

### Schedule

1. Day: 09:00 - 17:00

2. Day: 09:00 - 17:00

### Location & dates

by agreement

Included in the price: Working documents, certificate of participation, lunch and coffee breaks.



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\_\_\_\_\_  
Name/Vorname

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E-Mail

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Mobilnummer

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Veranstaltung                      Seminarcode

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Firmendaten/Rechnungsempfänger

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Firma

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Rechnung (Name)

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Straße/Nummer

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Telefon/Fax

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Branche

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2. Teilnehmer

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Name/Vorname

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Veranstaltung                      Seminarcode

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Anzahl der Mitarbeiter in Ihrem Unternehmen

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