

**CH141**

MS OFFICE

# The Essentials of MS PowerPoint for Managers

 Laboratory course**DURATION**  
**1 DAY****REGULAR FEE**  
**350 \$****PREFERENTIAL FEE**  
**300 \$**

## Objectives

To provide the knowledge and skills required to make use of PowerPoint's key features in order to quickly and easily create and modify presentations.

## Targeted audience

Managers.

## Prerequisite

Basic knowledge of PowerPoint.

## Content

- Key concepts: editing efficiently, using models and modifying layouts
- Creating a new presentation
- Rapidly inserting content using the Outline mode
- Inserting external elements: images, photos, graphics and tables
- Creating and editing graphics, tables and organizational charts
- Using objects to enrich a presentation
- Modifying the color scheme and the layout
- Formatting text and graphic areas
- Using attractive animation effects
- Essential shortcut keys in presentation mode
- Printing handouts for participants and slide notes for the presenter

## General Note

This version of the course is given using PowerPoint 2016 and also covers the features available in PowerPoint 2007, 2010, 2013 and 2016.

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## Select the training date\*

Montreal	October 7 2019
Montreal	April 14 2020

## Accreditation and partners association



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