

EL443**OFFICE SUITE****NEW COURSE**

Powerpoint 2016 : From essential to advanced skills - online training

 New course**DURATION**
14 HOURS**REGULAR FEE**
195 \$

Objectives

Discover PowerPoint and master all its features. From the essential to the advanced commands, this training programme will make it possible for you to progress in all aspects of the application (entering and processing text, managing slides, adding pictures and graphic objects, using masters, animations, running and sharing a slideshow, etc.)

Targeted audience

Any user who wishes to discover or revise PowerPoint's basic features and address its more advanced features.

Prerequisite

None.

Content

- Discover PowerPoint
- Create your first slides
- Screen a slide show, or print it
- Make the text look good
- Turn a speech into a slide show
- Add some illustrations
- Add and manage areas for text and images
- Managing layouts and slide masters
- Add audio, video and action

General Note

The peculiarity of this online training consists of real training in the software. To enjoy this asset, after connecting to the portal, the identified user is directed to the solution MEDIAplus eLearning in the Cloud. A virtual machine will open on the user's desktop.

NO SETUP is required on the user's computer. Supported operating systems: Windows 10, Windows 8.1, Windows 8, Windows 7, Windows Vista, Windows XP, SP3, Mac OS X 10.6 or higher. Supported browsers: recent versions of Internet Explorer (10 and 11), Edge, Chrome, Firefox, Safari. Please note that compatibility with tablets or mobiles is not assured for Office Suite' online training courses.

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