

PowerPoint® - To the point

Mastering the standard program

Why this is a must

You will get to know and master the basics of PowerPoint.
Also suitable for beginners.

Afterwards you will be able to design professional slides and animations.

Who benefits

Everybody who uses PowerPoint® to create presentation slides. This workshop is also suitable for newcomers to PowerPoint®. It provides an ideal starting position to attend the HPS workshop "Slides that win".



Training course content

- All technical possibilities that PowerPoint® has to offer – and that you want to use
- Prepare the user interface, i.e. the electronic workplace, according to your needs - to have the frequently used tools quickly on hand
- Use the slide master, create and revise templates and layouts
- Insert and format texts, visuals (photos, charts, tables) and videos
- Create flexible presentations with linked content (e.g. hyperlinks)
- Animation – choose meaningful effects and use them for reinforcement
- Create handouts for your presentation in a fast and professional way
- Tips and shortcuts that save time and trouble

Training methods

- Workshop style session enables participants to use PowerPoint® functions according to their needs
- All participants work with their own notebooks
- Practical, fast solution options with regard to slide design
- Live demonstration of all features by the trainer
- Specific guidelines, practical tips, tools for immediate application
- Entertraining®: learning with the fun factor driven by tangible progress!
- Participants should bring their own notebook to the training.

Keyfacts

1 day of intensive training with up to ten participants

Day 1: 9:00 – 17:00

For Individuals

You can find our public dates for the training on our website: www.hps-training.com/trainings

For Teams

In-house seminars are the best value for groups of 5 or more.



a confidential environment



learning partnerships



your ideal date & location



tailor-made solutions



teambuilding effects



real individualisation