

## 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](http://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



### Do you have questions?

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