



Microsoft PowerPoint 2013 (Advanced)

Seminar objective

This seminar teaches you not only the basic rules for good presentations, but also the practical use of organizational charts, procedures, tables, etc. You will then be able to design your presentations effectively and optimally with PowerPoint 2013.

Seminar content

- The optimal Powerpoint configuration
- The basic rules for good presentations
- Planning and checklists for your presentation
- The use of several masters
- The practical use of:
 - organigrams
 - compositions
 - procedures
 - charts
 - scales
 - infographics
- Interactive presentations with links and triggers
- Moving Pictures
- Tips & Tricks

Target audience

This seminar is aimed at users who want to use PowerPoint 2013 as a work tool and use it effectively.

Course ref.

IT7092-13

Participants

not more than 9 participants

Schedule

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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Ich melde mich/Wir melden uns zu folgender Veranstaltung an:

1. Teilnehmer

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Mobilnummer

Veranstaltung Seminarcode

Ort Termin

Firmendaten/Rechnungsempfänger

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Rechnung (Name)

Straße/Nummer

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Telefon/Fax

Branche

Datum

2. Teilnehmer

Name/Vorname

E-Mail

Mobilnummer

Veranstaltung Seminarcode

Ort Termin

Anzahl der Mitarbeiter in Ihrem Unternehmen

Kundennummer

Anmeldebestätigung (E-Mail)

Unterschrift