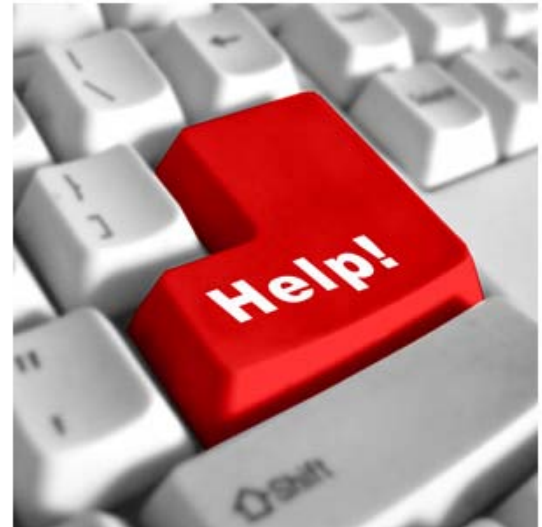


## Training Course Powerpoint

Computer training courses **Microsoft Office Powerpoint** in English, French or Dutch

### Powerpoint basic Training

- Different views to show documents, working environment in Powerpoint
- Inserting and formatting a slide in Powerpoint
- Basic notes : Master and colour shemes in Powerpoint
- Recommendations (style, colour, structure, speed, etc.) in Powerpoint
- Management of files (opening, saving, etc.) in Powerpoint
- Forms, lines, connectors, lines, etc. in Powerpoint
- Move and select, cut-paste, etc. in Powerpoint
- Background, outline, shadow, relief, recopy, blur, etc. in Powerpoint
- Organigrams, charts, tables, diagrams, etc. in Powerpoint
- Repeating elements, templates, headers, masters in Powerpoint
- Printing types and options of printing in Powerpoint



### Powerpoint intermediate Training

- To create and modify masters : date, logo, background, styles, lists, page numbering, ...
- Use of the MultiMasters tool in Powerpoint
- To work with lay-out masters in Powerpoint
- To create and develop templates of company styles with the aid of logos, styles, etc. ...
- To put slides from different presentations together in Powerpoint
- Animation techniques in Powerpoint
- Multimedia effects in Powerpoint
- Photo-Album tool in Powerpoint
- To check the slide transitions, animation timings, sequence, etc.
- Inserting hyperlinks to your presentation to obtain access to



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information during the presentation

- Action buttons (clicking and muis-over function) in Powerpoint
- Use of the 'hide slide' function in a new way in Powerpoint
- Modified slideshows in Powerpoint
- To download from the internet (clip-art-gallery-life) in Powerpoint
- To modify and use screen shots in Powerpoint
- Colour schemes for ClipArts in Powerpoint
- To modify pictures in Powerpoint



Agrément numéro  
10.0879

We accept **training cheques** of the  
**Walloon region**

## Powerpoint advanced Training

- To modify the most important interface in Powerpoint
- To modify "PowerPoint Options" in Powerpoint
- Compatibility problems with earlier versions in Powerpoint
- Inserting text with Outline in Powerpoint
- Modifying the layout in Powerpoint
- Use of a master in Powerpoint
- Creation of a master in Powerpoint
- How to apply the new layout in Powerpoint
- SmartArt in Powerpoint
- Charts in Powerpoint
- Pictures in Powerpoint
- AutoShapes: work with gradients in Powerpoint
- Quick deleting of comment and speakers notes in Powerpoint
- Use of the "Presenter View" in Powerpoint

### All Office courses:

- **Office 2010**
- **Word Training**
- **Excel Training**
- **Powerpoint Training**
- **Outlook Training**
- **FrontPage Training**
- **Expression Web Training**
- **Access Training**

- **Visio Training**
- **Office 2007 Training**
- **MS Project Training**
- **VBA Training**
- **Lotus Notes Training**
- **OpenOffice.org Training**
- **MindManager Training**
- **Sharepoint Training**

This courses can be held in-company or in Brussels. **Contact us for a price quote.**

Some clients: Colruyt, Telelingua, Nestlé, CPAS Molenbeek, Fabricom, Club Med, NATO, G4S, Fonds de participation, Roularta, Georg Fischer, SGC, STIB, Federal Police, Flemish Government, KBC, Fortis, ING, Tetrapak, Starwood hotels, Jetair, Belgacom, VRT, National Bank of Belgium,...

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Superwebdesign • 96 Avenue de la Chasse • B-1040 Brussels • Tel: +32 (0)479 55 37 96 • Fax: +32 (0)70 40 81 26

