

# Microsoft PowerPoint

GET A CERTIFIED DIPLOMA

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Microsoft  
**PowerPoint**  
Course

**Microsoft PowerPoint** has become an industry standard for efficiently communicating information to an assembled group of people. Learn how to best create, edit, and share presentations with PowerPoint, the popular presentation platform. Learning to present with PowerPoint will increase your employability

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## Is this the right course for you?

This course is aimed at people who are looking to make better presentations. PowerPoint can improve the clarity of your presentations and help you to illustrate your message and engage your audience.

## Learning outcomes

Upon completion of this course you will know how to:

- Creating a new PowerPoint presentation.
- Adding slides and sections.
- Adding and formatting text.
- Adding video, audio, pictures, and hyperlinks.
- Changing themes.
- Working with transitions.
- Presenting and navigating your slide deck.
- Printing slides and notes.

## Course Duration & Price

- 1 week of half-day periods.
- The group is limited to a maximum of 6 students.
- 5 sessions: CHF 550
- Chèque Annuel de Formation.

## Admission requirement

- Knowledge of Windows 7, 8, 10.

## Certification

To qualify for your official certificate you must pass the final exam. Participant will receive a certificate of presence.