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Course information from ZandaX

## Microsoft PowerPoint 2019 Introduction

**A premier Microsoft Powerpoint training course from ZandaX**

Course duration: 2 hours of comprehensive content (Revisit, review and revise as often as you want)

### What you'll learn

- ✓ Introduction to PowerPoint
- ✓ Creating and Formatting a Presentation
- ✓ Pictures & Advanced Objects
- ✓ Shapes, WordArt, Symbols & Equations

### What does our PowerPoint 2019 Introduction course cover?

#### Start Delivering Powerful Presentations With PowerPoint

The PowerPoint 2019 Introduction course is aimed at giving people a solid foundation in delivering strong, impactful presentations in a very short space of time.

It's aimed at people with little or no experience of using PowerPoint, but it's also great if you are a PowerPoint user, but lack formal training. You will benefit from learning different ways to do things, and using best practice when doing them.

Building presentations will be simpler, and less stressful than before, and the results will be at a different level altogether.

This Microsoft Powerpoint skills training course, like all our courses, has been developed over many years of classroom and online delivery. Content has been thoroughly researched and is constantly updated so it's always leading edge. It's completely interactive and is full of practical knowledge and solutions.

Still wondering whether to do the course?

Just think about this: how much would you benefit if you had better Microsoft Powerpoint skills?

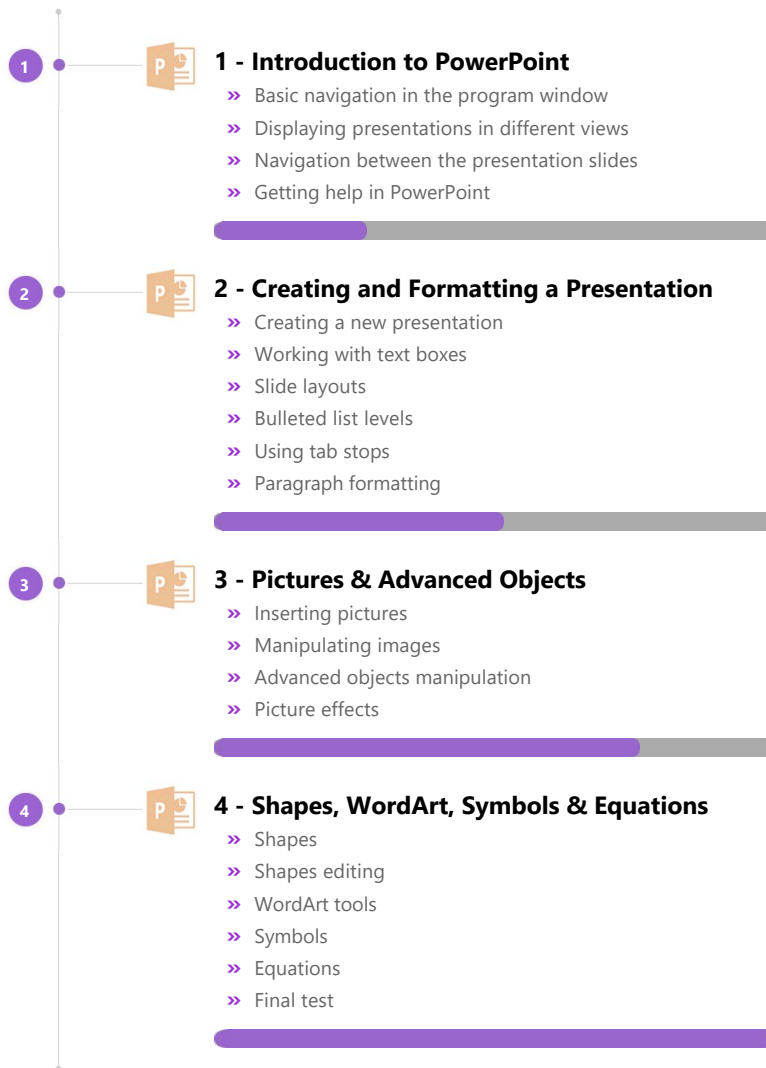
### Course requirements

You should be proficient in using a PC with the Microsoft Windows operating system, but no prior experience with PowerPoint is required.

### Who's this course for?

The course is intended for new users of Microsoft PowerPoint who want to become productive in the shortest possible time.

## Course content for Microsoft PowerPoint 2019 Introduction



### More about the ZandaX Microsoft PowerPoint 2019 Introduction course

#### Learn How to Use PowerPoint Properly!

You may not have used PowerPoint before, or maybe you've used it for a while but want to fill in gaps in your knowledge. Either way, this is the course for you!

We show you how to get started, how the interface works, and all you need to know about creating and formatting a presentation.

We then build on that by showing you how to add pictures, shapes and symbols to really liven up your presentations.

By the end of this course, you'll have a solid understanding in how to use PowerPoint to deliver presentations that are a credit to the work you do.

Watch the modules, revisit them time and again ... and have fun with improving your skills!

#### Learning format

The course is offered as follows:

You'll learn using easy-to-follow on-screen videos which you can pause, re-run and revisit as often as you like, and also through interactive content with short quizzes and questions appropriate to the course subject. You also get accompanying exercises that you can use to reinforce your learning.

The course is arranged into modules, each with several lessons. Refer to the course content for more details on what's covered. This combination of videos and interactive content will enable you to get a thorough understanding of the subject.

## View this course online

Visit our website at [www.zandax.com/courses/powerpoint-2019-introduction](http://www.zandax.com/courses/powerpoint-2019-introduction) to view the latest details, including related courses, prices and quantity discounts.

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