Programme Formation PAO avec Ms Powerpoint

Create and manage presentations

Create a presentation

- create blank presentations, create presentations using templates, import text files into presentations, import Word document outlines into presentations

Format a presentation using slide masters

- apply a slide master, add new layouts, modify existing layouts, add background images, control page numbers, insert headers and footers, modify presentation themes

Customize presentation options and views

- change page setup options, change to view in color/grayscale, use views to navigate through presentations, modify presentation properties

Configure presentations to print or save

- set handout print options, print selections from presentations, package presentations for CD, save presentations as webpages, print presentations in grayscale, print speaker notes, maintain backward compatibility

Configure and present slideshows

- create custom slideshows, configure slideshow options, rehearse timing, configure slideshow resolution, use Presenter View, navigate within slideshows, annotate slideshows

Insert and format shapes and slides

Insert and format slides

Situé à Bonamoussadi, à l'entrée du centre des impôts de Douala 5ème
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- add slide layouts, duplicate existing slides, hide slides, delete slides, modify slide backgrounds, apply styles to slides

Insert and format shapes

- modify shape backgrounds, apply borders to shapes, resize shapes, insert shapes, create custom shapes, apply styles to shapes

Order and group shapes and slides

- insert section headers, modify slide order, align and group shapes, display gridlines

Create slide content

Insert and format text

- change text to WordArt, create multiple columns in a single shape, insert hyperlinks, apply formatting and styles to text, create bulleted and numbered lists

Insert and format tables

- create new tables, modify number of rows and columns, apply table styles, import tables from external sources

Insert and format charts

- create and modify chart styles, insert charts, modify chart type, add legends to charts, modify chart parameters, import charts from external sources

Insert and format SmartArt

- add shapes to SmartArt, change color of SmartArt, move text within SmartArt shapes, reverse direction, convert lists to SmartArt

Insert and format images

- resize images, crop images, apply effects, apply styles

Insert and format media

- adjust media window size, trim timing on media clips, set start/stop times, set media options, link to external media

Apply transitions and animations

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Apply transitions between slides

- insert transitions between slides, manage multiple transitions, modify transition effect options

Animate slide content

- apply animations to shapes, apply animations to text strings, add paths to animations, modify animation options

Set timing for transitions and animations

- modify duration of effects, configure start and finish options, reorder animations, use the Animation pane

Manage multiple presentations

Merge content from multiple presentations

- merge multiple presentations, reuse slides from other presentations, view multiple presentations

Track changes and resolve differences

- set track changes, modify options for track changes, discard changes from specific users, manage comments

Protect and share presentations

- encrypt presentations with a password, proof presentations, mark as final, compress media, embed fonts, restrict permissions, remove presentation metadata, check for accessibility issues, check for compatibility issues