



MindMapping mit Mindjet MindManager 2012 (Das Einsteigerseminar) (German Edition)

Gudrun Rehn-Göstenmeier

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MindMaps sind die beste Methode, um Konzepte zu erarbeiten und Ihre Ideen sinnvoll zu strukturieren. Mit Mindjet MindManager 2012 gestalten Sie schnell und übersichtlich MindMaps auf dem PC. Das Einsteigerseminar stellt Ihnen das Programm ausführlich vor: von den grundlegenden Programmfunktionen, über die Präsentation in Meetings, bis hin zur Erstellung von Organigrammen und Terminplänen. Entdecken Sie die effektivere Lösung, um Informationen zu erfassen, zu organisieren und zu kommunizieren.

- MindManager installieren
- erste MindMaps erstellen, drucken und versenden

Konzepte

- Brainstorming
- Ideen strukturieren
- Bilder, Notizen und Anmerkungen einfügen
- Inspirationskarten

Präsentation

- Im Präsentationsmodus arbeiten
- MindMaps gestalten
- Daten an Microsoft PowerPoint übergeben

Meetings

- Meetings vorbereiten und protokollieren
- MindManager und Microsoft Outlook und Microsoft Word
- Web Services

Organisation

- Vorlagen, Terminpläne und Organigramme erstellen

Web

- MindMaps als Internetseite abspeichern
- Hyperlinks
- Layout anpassen

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