



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

*Gudrun Rehn-Göstenmeier*

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*Gu*drun Rehn-Göstenmeier

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drun Rehn-Göstenmeier

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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