



Fast Track Computer Aided Training Solutions created specifically for business.

Introduction to PowerPoint Presentations

Suitable for:

Business or individual learners that have no, or limited knowledge of MicroSoft Power Point and wish to develop its use within job role or business.

Aim:

To give a business, or learners, the basic skills to be able to and use MicroSoft Power Point in the design and production of presentations.

Course Objectives:

- Things to know about Power Point -
- Open, close and save presentations
- Master slides and style sheets
- Bullet levels
- Demote and promote text
- Adding backgrounds
- Using templates
- Importing and inserting text
- Find and replace
- Organisation charts
- Creating and editing tables, charts and pictures
- Hiding and deleting slides
- Action buttons and hyperlinks
- Animation effects, slide transitions and timings
- Generating speaker's notes and running a presentation

Duration:

3 hrs. 10-1pm or 1-4pm Monday to Friday. 9-12 noon Saturday.

Course Content:

Ideal for a business, or learners, requiring fast track basic skills for using MicroSoft Power Point. The course provides the knowledge and skills necessary to use MicroSoft Power Point for basic design and production of presentations.

Venue:

Delivered at your workplace - we come to you.

Cost:

£250.00 up to 3 learners - £50.00 per additional learner.

Course enquiry form.

Introduction to PowerPoint Presentations

Complete the form below or email your details to us at admin@coolcatscomputing.com

We will contact you to arrange the detail.

Company Name:

Address:

Post Code:

Tel:

Email:

Learner name(s):

Preferred dates:

Any special requirements:

www.coolcatscomputing.com

Alternatively apply direct via our website

Cool cats Computing
Learning Skills Council
Approved Training Provider.



Cool Solutions
to your
training needs

Fast Track flexible training programmes to meet your needs. If you require specific course objectives please don't hesitate to contact us and discuss. We will endeavour to meet your training needs quickly.

Why not try one of our other **Fast Track** courses...

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Skype Voice over Internet Outlook Setup and E-mail

Excel

Build a Business Website

2D CAD using AutoCAD

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SMART Board Notebook

Provider Training Solution for delivering iTQ

Certificate courses...

iTQ the NVQ 'IT for Users'

Level 1

Level 2

Level 3

For more information please contact CCC at admin@coolcatscomputing.com