



Fast Track Computer Aided Training Solutions created specifically for business.

SMART Board Notebook

Suitable for:

Schools or college staff, that have no, or limited knowledge of Smart Board Notebook and wish to develop its use to present information in exciting and engaging ways.

Aim:

To give school or college staff, the basic skills to be able to use Smart Notebook in preparing presentations or teaching screens.

Course Objectives:

Things to know about Smart Notebook –

- Introducing SMART Board and Notebook and orienting your SMART Board
- Using the tools in the Tool tray
- Using your finger as a control tool and on-screen keyboard
- Saving your Notebook files
- Choosing a pen, creative pen or eraser type
- Drawing straight lines and adding shapes
- Adding text
- Setting a tool color, tool thickness, tool transparency and line properties
- Selecting and displaying Item menus
- Using clone, cut, copy, paste, delete
- Moving or resizing an items
- Using the Undo, Redo, and Delete buttons

- Grouping, ungrouping locking or unlocking items
- Ordering items to front or to back
- Adding a hyperlink to an item
- Setting item properties
- Finding a resource in the Gallery
- Adding a page template, clip art and Flash from the Gallery
- Adding a category to My Content
- Adding/importing items to My Content
- Linking to files or Web pages in attachments
- Customizing the Floating tools
- Using the spotlight
- Showing and hiding the screen shade
- Using the Magnifier tool
- Using the Screen Capture toolbar
- Activating the full screen view

Duration:

3 hrs. Time: 10-1.00 or 1- 4.00 pm Monday to Friday. 9- 12.00 noon Saturday

Course Content:

Ideal for school or college staff, requiring fast track basic skills for using SMART Board Notebook. The course provides the knowledge and skills necessary to use SMART Board Notebook for basic design and production of presentations and teaching screens.

Venue:

Delivered at your workplace - we come to you.

Cost:

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

Course enquiry form.

SMART Board Notebook

Complete the form below and post to:

Cool cats Computing, 2 Richmond Close, Dean's Walk, Rochdale OL16 4RJ.

We will contact you to arrange the detail.

Contact name:

Company Name:

Address:

Post Code:

Tel:

Email:

Website:

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

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Certificate courses...

iTQ the NVQ 'IT for Users'

Level 1

Level 2

Level 3

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