



# PowerPoint Professional

Intrigue your audience with shows that work!



Learning with a difference...

## Benefits

- Produce shows with a wow factor!
- Create presentations that deliver a knockout message
- Reinforce your message with consistent quality

## Course content

- Recap on basics: a quick half-hour
- Use templates and master settings to save yourself time
- Add stunning visual effects to text
- Use animation and special effects for maximum impact
- Enhance your shows with movies and sound
- Spell and grammar check to avoid those embarrassing mistakes
- Learn to import data from other sources
- Create quick links to Excel and other programs
- Export slides to other software
- Use hyperlinks and action buttons
- Produce effective handouts
- Save your presentation ready to use on any computer

## Course overview

On this in-depth course you will discover the joy of being able to create presentations that deliver effective messages.

You will learn how to build effective presentations and design where at the click of a button you can switch to a web page, choose a different slide or even open a file such as a spreadsheet.

We also show you how to liven up your presentations using animated objects, movie clips and exciting sounds. You will practice changing fonts, adding colour and special effects to text for even more impact.

Learn tips and tricks to avoid "Death by PowerPoint" even while you create powerful, presentations that emphasise the points YOU want to make.

## Duration

1 day  
9:30 - 16.30

Refreshments are provided on arrival, mid morning and mid afternoon breaks. A buffet style lunch is also provided.

## Book Now

Call our Sales team on  
01295 253253

Experience our tried and tested training methods; have fun while you learn and most importantly - apply what you have learnt in the workplace with free support service after you have completed your training!

***"Confidence makes all the difference."***

**- Chris Evert Lloyd**

## Other courses we offer

- High Impact Presentation Skills
- Intermediate Word
- Introduction to Publisher

## What our customers say about our courses

*"The best course I've been on!"*

*"Interesting knowing how to use video clips in slideshows"*

*"Full of great tips and tricks for slide design"*



People Productivity &  
Specialist IT Training



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