

## MICROSOFT POWERPOINT PRESENTATIONS

With Microsoft PowerPoint you can design and produce professional presentations with simple yet effective animations, images and effects in just a few clicks. We will show you how to create professional presentations that will portray your ideas in a clear and concise way.

This workshop is for anyone wanting an intensive course in creating presentations.

### Do I need any experience?

No, there are no entry requirements for this course.

### What if I can't fit it in?

The Business Solutions @ Northbrook team understand how hectic life can be sometimes; it's for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at Northbrook College (A company costing will be provided once your training needs are finalised).

### What will I gain from this course?

Upon completion of this workshop you will receive a Northbrook College Certificate of Attendance, easy to follow handouts, and enough knowledge to proceed and progress onto other workshops and IT courses.



### What will I learn on this course?

This workshop will cover:

- > Creating slides
- > Understanding slide layouts
- > Inserting text content
- > Adding images
- > Adding drawing objects – arrows, etc.
- > Creating simple animations
- > Applying slide transition effects
- > Adding speaker notes
- > Printing slides, speaker notes and handouts

### What are the specific details?

|                 |          |
|-----------------|----------|
| <b>Price</b>    | £75.00   |
| <b>Duration</b> | Half day |

For the latest course information including dates, please visit our website and select 'Our Training' from the top right of the page:

[www.northbrook.ac.uk/BusinessSolutions](http://www.northbrook.ac.uk/BusinessSolutions)

### How do I enrol or get further information?

For further information, or enrolment, please contact the Business Solutions @ Northbrook team on:

☎ (01903) 606 114

✉ [business.solutions@nbc.ac.uk](mailto:business.solutions@nbc.ac.uk)

🌐 [www.northbrook.ac.uk/BusinessSolutions](http://www.northbrook.ac.uk/BusinessSolutions)

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