

## PRESENTATION SOFTWARE

Use the latest presentation software applications to create links, hyperlinks, embed videos and create slick, audience focused presentations.

### Who is this course suitable for?

Anyone who creates or gives presentations that needs to include action buttons, hyperlinks and embed videos.  
Use the latest Smart Art and Screen Shot tools.

### What will I gain from this course?

Techniques and tools that create professional presentations to communicate ideas and disseminate information.

### Do I need any experience?

Basic understanding of Presentation software.

### 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 are the specific details of this course?

<b>Price</b>	£40.00
<b>Duration</b>	2 hours

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?

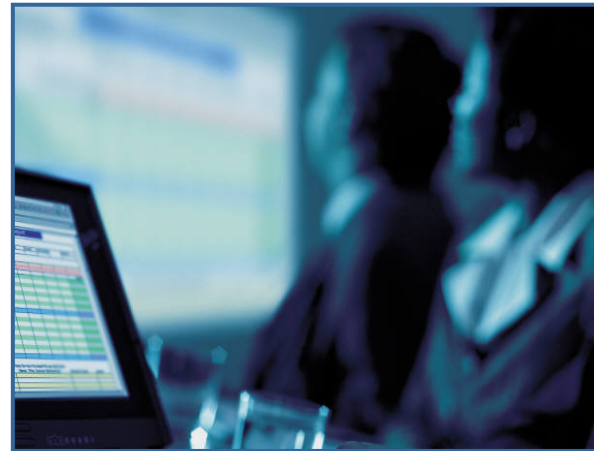
For further information, or enrolment, please contact the Business Solutions @ Northbrook team on:

☎ (01903) 606 114

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

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

📍 Business Solutions @ Northbrook, 17 Liverpool Gardens, Worthing, West Sussex, BN11 1RY



### What will I learn on this course?

How to use social networking tools to:

- > Smart Art tools – organisation charts, cycles, processes
- > Create a navigation system in a presentation show
- > Embed videos and audio
- > Use animation and transition effects to demonstrate processes and cycles
- > Create and modify hyperlinks, links and action buttons
- > Create custom slide shows for specific target audiences

### Special Offer! Save 25%!

The following workshops are priced at £40.00 each but if you enrol on to all 5 of them at the same time, the total cost will be reduced to only £150.00!

- > Time Management using Outlook
- > Charts and graphs for effective communication for both Project Management and Financial issues
- > Presentation software
- > Project Management
- > Promoting business through social networks