

business solutions @ northbrook

MICROSOFT POWERPOINT HALF DAY INTRODUCTION

Business Solutions @ Northbrook

17 Liverpool Gardens, Worthing
West Sussex, BN11 1RY

T (01903) 606 114

E business.solutions@nbcol.ac.uk

W www.northbrook.ac.uk/BusinessSolutions

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.



Who is this course for?

This workshop is for anyone wanting a short introduction to Microsoft PowerPoint.

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 do I gain on completion?

Upon completion of this half day 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. Oh, and don't worry - there are no examinations or assessments on this course!

What are the specific details?

> **Duration**
Half day, 3 hours

> **Dates Available**
For the latest workshop dates please check out our website or call our Customer Services team who will be happy to help.

> **Venue**
Will be confirmed upon booking (if advance notice is required, please call our Customer Services team)

> **Cost**
£50 per person, per workshop*
* Group rates may apply

For further information, enrolment, or to arrange a free visit from one of our Business Training Advisers to discuss eligibility and options open to you and your staff, please contact the Business Solutions @ Northbrook team via one of the methods at the top right of this page.

Do I need any experience?

There are no entry requirements for this course.

What will I learn on this course?

This workshop will cover:

- > Work with Views - Normal, Slide Sorted, Outline
- > Design templates, colour schemes and backgrounds
- > Slide layouts
- > Slide objects (ClipArt, WordArt, Charts, Diagrams, Tables, Drawing objects, Media objects)