



Basics	<input type="checkbox"/>
Next Steps	<input type="checkbox"/>
Further Skills	<input checked="" type="checkbox"/>



IT Skills – Advanced Presentations using Microsoft PowerPoint

Course Code: CTO46

This advanced course suits confident Microsoft PowerPoint users, who wish to add something extra to their presentations. A hands-on approach, involving realistic scenarios, teaches delegates how to incorporate impressive features. There is a brief introduction to using Microsoft PowerPoint to create web-based materials.

Course at a glance

- Recap of basic and intermediate skills
- Importing slides from other presentations
- Inserting video and sound
- Creating menu based presentations
- Creating web-based content
- Creating flowcharts
- Importing objects from other applications
- Advanced animation techniques
- Creating kiosk based presentations
- Course assessment and review

	At Brandon Training Centre	On-site
Duration	1 day	1 day
Cost	£140 + VAT	£1,600 + VAT per day for on-site trainer
Minimum number of delegates	1 – attending an Open Course Booking	8
Maximum number of delegates	20	20
Certification	Brandon Training Certificate with Training ID Card. Records are available to view on-line	

Note: All pricing is based on Per Delegate rates unless otherwise indicated. For more information or to book a training date, please contact the Training Team on: 01179 718 555 or www.brandontesting.co.uk