



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

IT Skills – Intermediate Presentations using Microsoft PowerPoint

Course Code: CTO45

This course is designed for those who know how to use presentation software, but would perhaps like to create more exciting presentations. The course is hands-on and practical and uses a series of realistic exercises to improve delegates' skills and knowledge.

Course at a glance

- Recap of basic skills
- On-line templates and custom backgrounds
- Effective use of bullets
- Quality considerations – use of colour, sound and animation.
- Speakers notes
- Use of master slides
- Headers and footers
- Inserting charts and tables
- Audience considerations
- Incorporating hyperlinks
- 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.brandontraining.co.uk