

## Exploit PowerPoint 95 - 2003 for Your Business

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A vast number of business people use Microsoft PowerPoint 95 - 2003 to present their business. Do your customers enjoy your presentations or do they suffer 'Death by PowerPoint'? Do your presentations show your business to be professional and interesting or thrown together and boring? Do you spend hours trying to jazz up your presentation with little success? This training will allow you to create slideshows to support and showcase your business.

### What is Covered?

We talk to you first to see how you currently use PowerPoint 95 - 2003 in your business. We may ask you to carry out an initial assessment to ensure that we understand what you already know and what you need to learn.

Normally, the following will be covered at a minimum:

- Create master slides /handouts to reflect your company's brand and style with themes.
- Create text using bullets, text boxes.
- Use charts and tables
- Use video and sound to add interest to your presentations
- Use animations to control how your presentation appears
- Control the way slides appear on the screen using transitions

### What Happens?

The package consists of a series of 3 one - to - one hour long sessions with your trainer. You will together discuss your business by phone, discuss how you currently use PowerPoint 95 - 2003 and what you would like to be able to do. Using an online classroom, you can share your screen with your trainer, so support and instruction can be given in real time. You will be provided with exercises to practice the new skills and you have the opportunity to change your own spreadsheets if you would like. You will be given "How To .... PowerPoint 95 - 2003" guides after the sessions and exercises will be available to complete between sessions to reinforce your learning.

Up to 1 hour of ad hoc support will be available for 3 months following the final session.

### Cost?

The cost of the package is £180 including a headset, support, exercises and guides.

### Interested?

To book your package, please contact

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