

# Master PowerPoint 2007 for Your Business

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## Why Office 2007?

Many businesses are finding that they are upgrading their Office suite to 2007 either due to a decision by the IT department or by a need to buy new hardware and therefore corresponding new software. The immediate reaction of new users to Office 2007 is one of horror and 'where has that button gone'. Users then tend to use those bits of Office that they used to use without exploring any of the new features or finding easier ways of doing things.

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? This training will help you find your way around PowerPoint 2007 and will help you jazz up your presentations.

## What is Covered?

We talk to you first to see how you currently use PowerPoint 2007 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:

- Understand how the ribbon is structured; use the quick access toolbar for your commonly used buttons.
- Create master slides /handouts to reflect your company's brand and style with themes.
- Create text using bullets, text boxes. Use the new shapes available in 2007. Create business diagrams using SmartArt, charts and tables
- Use video and sound to add interest to your presentations
- Use animations to control how your presentation appears and 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 2007 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 documents if you would like. You will be given "How To .... PowerPoint 2007" 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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