

learning
equals
development

EQV Course Outline



■ PowerPoint Advanced

■ 1 Day

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PowerPoint Advanced (1 Day)

Business Benefit

Keeping the audience interested and getting your message across are two important objectives when creating presentations. Using the more advanced features of PowerPoint will ensure you achieve these objectives.

Who Should Attend?

Anyone who uses PowerPoint in their daily work and needs to be able to use the more advanced features in PowerPoint to form highly effective presentations and learn how to present their work.

Learning Objectives

*By the end of this course
you will be able to...*

- Customise templates, masters and back grounds
- Add sounds, movies and graphics to slides
- Use hyperlinks and action buttons
- Import and export slides from other presentations

Course Content

- Principles of good slide design
- Creating high impact slides
- Communicating the message effectively
- Creating and customising templates, masters and backgrounds
- Using tables to display data
- Importing and linking data from Excel to charts
- Movies & Sounds
- Hyperlink & Action buttons
- Slide Show features & controls
- Rehearsing Shows
- Notes and Handouts

You may also be interested in

Presentation Skills

Training Locations

Leicester, Sheffield, Liverpool, Manchester, Basingstoke, London

2011
Jul 22
Aug 22
Sep 22
Oct 24
Nov 24
Dec 20

2012
Jan 23
Feb 20
Mar 19
Apr 20
May 18
Jun 19
Jul 20
Aug 20
Sep 17
Oct 15
Nov 12
Dec 11

Price:
£199
per person

The EQV Promise

We ensure that our courses are well received and are delivered by trainers that have actual commercial competency in their chosen subject.

Not only is this essential for our accreditation purposes but it ensures that the trainers will be able to include relevant experiences they themselves have learnt from. This generates appropriate engagement and empathy in the training environment.

When the course is completed we will report back to you about how the training has been received and can indeed evaluate the training right from start to finish after the skills transfer period. This information can come from your account manager who is your main point of contact at all times.

The EQV Experience

Our training courses take the attendee on a journey of learning and development. Throughout the course everyone is engaged in a stimulating and participative way.

Our courses are designed to encompass many different kind of learning activities making sure they appeal to different natural styles of learning that individuals have.

Activities may include a selection of syndicate work, discussion, pair work, case studies, games, role play, quizzes and presentations.

During the event an individual works on their own implementation plan so that they have a clear plan of how they are going to support their own skills transfer back in the workplace. Whilst it is important for the attendees to enjoy the workshop we want to ensure they apply as much as possible back in the workplace.

Our Training Centre

Set in the heart of beautiful rolling Leicestershire countryside, our idyllic training facilities not only provide attendees with the perfect environment to concentrate on their individual learning experience but also provide the practicality of ample parking and fully designed and equipped training rooms.

You will be greeted upon arrival by our training co-ordinator who is your point of contact throughout the day should have any specific queries.

A delicious buffet lunch is provided, catering for a variety of dietary needs.

What Delegates Say about this course

"Great course feel built on my knowledge and took it forward"

"Picked up a lot of knowledge from the day"

