

learning  
equals  
development

# EQV Course Outline



■ PowerPoint Introduction

■ 1 Day

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# PowerPoint Introduction

(1 Day)

## Business Benefit

Creating slideshow presentations is a powerful way for anyone to get their message across to an audience.

## Who Should Attend?

This course is suitable for you if you need to create a professional and effective presentation.

## Learning Objectives

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

- Create and display a presentation
- Format and edit graphics and text within a slide
- Design, save and use master Templates
- Use URLs and hyperlinks in a presentation
- Print speaker notes

## Course Content

- PowerPoint Basics
- Slide Creation
- Graphics
- Object Manipulation
- Transitions
- Slide Shows
- Templates
- Multi-Media
- Charts & Graphs
- Hyperlinks
- Printing Options
- Master Slides

2011  
Jul 18  
Aug 16  
Sep 16  
Oct 18  
Nov 16  
Nov 16  
Dec 14

2012  
Jan 27  
Feb 14  
Mar 13  
Apr 19  
May 16  
Jun 15  
Jul 16  
Aug 14  
Sep 21  
Oct 09  
Nov 06  
Dec 05

## You may also be interested in

PowerPoint Advanced

## Training Locations

Leicester, Sheffield, Liverpool, Manchester, Basingstoke, London

Price:  
**£165**  
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

*"Well presented course"*

*"Good, it has enhanced my very basic PowerPoint skills"*

