

Jumping Bean Training Ltd

Training with Energy!

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Growing Bean

Microsoft PowerPoint

By the end of this course delegates will be able to create really great presentations that will get your message across.

What will I learn?

- You will be able to correctly use text tools, fonts and graphics to create your own style of presentation
- You will be able to correctly format your presentation to give it the look you want
- You will be able to correctly create and use speakers notes to help you during your presentation
- You will be able to correctly incorporate animation and use the transition options available to make your presentation more interesting
- You will be able to correctly print your slideshow and speakers notes
- You will be able to correctly create and modify templates to save you time

What do I need to bring?

A basic understanding of Windows along with an idea of how you want your presentations to look.

What is the cost?

This is a one day classroom based course and the cost is £185 which includes an amazing lunch and a published book to keep.

When can I go?

This course is run on a regular basis. Please contact us or see the course schedule on our website for further details.

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