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- Tutor-led training
- e-Learning
- Blended learning
- IT skills
- Business skills
- Training consultancy

Corel Presentations

Introduction

Introduction Corel Presentations is a powerful presentation tool. A wide variety of tools and clipart images allow you to build a slideshow to meet any presentation requirement.

Objectives A comprehensive insight into the main Presentations features. The knowledge gained will enable students to be immediately effective on their return to the office.

Designed for New users. Participants should ideally have attended our "Introduction to Windows 95" course or attained a similar level of proficiency with Windows and a mouse, but this is not essential.

Duration One day

Topics

- Introduction to Presentations
- Screen layout: menus and dialog boxes
- PerfectExpert interactive help
- Creating Slides
- Formatting Text and Graphics
- Bulleted slides
- Using Tables
- Creating Charts
- Inserting ClipArt
- Organisation Charts
- Working in Different Views
- Previewing slideshows
- Slide Sorter
- Slideshow Enhancements
- Transition effects
- Background and Layout Gallery
- Customisable Backgrounds and Layouts
- Custom Audiences - saving multiple versions
- Running a Slideshow
- Slideshow run options
- Sending a slideshow to colleagues - "Show On The Go"

Follow-up Individual consultancy and training as required.

Imagine what you'll know tomorrow...

For more information call

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