

**News**

Thanks to those who responded to our request last month for information on offices to let. Watch this space for developments.

This month we are developing further ideas for our business support services and looking to develop our practical business database into an on-line service.

On the training front we are featuring [PowerPoint Advanced](#), which is a great way to add a level of sophistication to your use of PowerPoint.



*User tip of the month:*

*Display the mouse pointer when showing slides*

If you are showing slides and your Mouse Pointer is set to Automatic, then it will disappear a few seconds after each mouse operation. When you need to focus the audience's attention on an item on your slide, you can turn the mouse pointer back on by pressing the **A** key.

**Next month's special offer**

Our featured course is **PowerPoint Advanced**.

This course aims to take the existing PowerPoint user to the next level, producing sophisticated

and professional presentations which communicate your message effectively.

In this course you will learn how to make comprehensive use of the features of PowerPoint including

- Multimedia
- Flowcharts
- Animated charts
- Action buttons

and also including presentation good practice.

[Click here](#) to view the full course content.

To benefit from this course you must be comfortable with the basics of Powerpoint. [Click](#) to confirm your skills using our assessment.

Date: **Wednesday 6<sup>th</sup> June 2007**  
 Venue: **Evolve Training Centre, Dyce**  
 Time: **9:00 to 16:00**  
 Cost: **£175 plus VAT per person**

[Book now](#) as there are only 4 places available.

**Special offer!** When you book a place on this course you will receive a free follow-up session

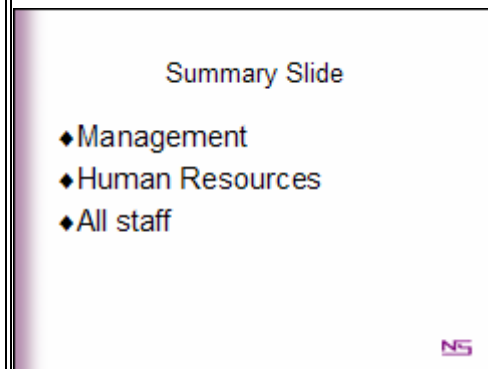
**Customise your slides for your audiences**

Do you often have to give presentations? Do you re-use similar material frequently? Do you have many similar presentation files, all slightly different, because you have tailored them for each audience?

PowerPoint enables you to produce custom shows from one slide show. You can specify different paths through the slides, each one containing a different selection of the slides.

This makes it possible to re-use your slides for different purposes, without creating many similar files. It means the effort you put into creating your slides can potentially serve your purposes many times.

Having created your custom shows, you can then create a summary slide listing them, and use this to launch the presentation you need.



In this example, information about company changes is to be presented separately to Management, Human Resources

staff and all remaining staff. The slides which are

using our [Runawaymouse.com](http://Runawaymouse.com) training-by-telephone technique, worth £33.

relevant to each audience have been nominated and stored as custom shows, and this summary slide provides hyperlinks which allow the presenter to launch whichever show they need.

If **PowerPoint** is a regular part of your life, our **Advanced** course will help you use it to your best advantage.

### Other scheduled courses

#### Microsoft Word Advanced: Creating professional documents in Word

View the course content [here](#).

Date: **Friday 1<sup>st</sup> June 2007**  
Venue: **Evolve Training Centre, Dyce**  
Time: **9:00 to 16:00**  
Cost: **£175 plus VAT per person**

This course currently has 4 places remaining


#### Microsoft Project Standard: an introduction to Project.

View the course content [here](#).

Date: **Wednesday 13th June 2007**  
Venue: **Evolve Training Centre, Dyce**  
Time: **9:00 to 16:00**  
Cost: **£175 plus VAT per person**

This course currently has 4 places remaining

You can also contact us for training in **Word, Access, Outlook, Project, Sage** and **Adobe Acrobat** courses. Why not arrange a course for a group of your staff?

*All of our courses are available as one-to-one tuition at your own computer. See our training-by-telephone service .*

*Recommend us to your friends and get a free training session worth £33*

*(one free session per referral following confirmation of a course booking).*

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