



Welcome

This month we are featuring PowerPoint: our tip may improve your presentation technique, and our article addresses one of those habits that makes people hate PowerPoint.

[Try out our tips](#)

[View our courses](#)

[Conquer PowerPoint animation](#)

We are running PowerPoint 2007 training, but if you're using 2003 and want some help, just give us a call.

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User tip of the month:

Save your PowerPoint presentation as a Slide Show

Package your presentation neatly into a PowerPoint show, so that the audience never sees the design view of your slides, and you can't make accidental changes. Select **File** or **Office Button, Save As**, and in the **Save As Type** box, select **PowerPoint Show (.pps)**. Put this file on your desktop. To show your presentation, double-click the icon on the desktop, and your show will begin. When you finish, the view will return to your desktop.

Like this tip? Want to give us a tip? [Let us know...](#)

Next month's featured course

Our featured course is **PowerPoint 2007 Advanced**.

This course will take the existing PowerPoint user to the next level. You will produce professional presentations which communicate effectively.

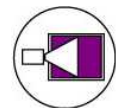
You will learn how to

- Plan and structure your presentation and import information from other sources
- Design your presentation for your audience
- Produce flowcharts using autoshapes
- Create and format charts for use in your presentation

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

The content is based on the ECDL standard, and you can assess your own skills against

Feeling animated about Powerpoint?



Although there is a lot you can do wrong with animation in PowerPoint, the best bit about it is surely being able to introduce your points one at a time, when you are ready to discuss them.

However the worst bit about it, is when the presenter wants to go back a few slides, and uses the up-arrow or page-up key to do this. Ouch! The audience has to watch as the presenter clicks through all the points on slides he or she actually wants to skip over. And yes, in returning to the point where they left off, they will go forward through all the animation again. Double ouch!

If you need to jump to another slide, you can right-click on your slide and select **Go to**



<p>this standard using our skills assessment.</p> <p>Date: Wednesday 17th June 2009 Venue: Aberdeen Computer Services Time: 9:00 to 16:00 Cost: £195 plus VAT per person</p> <p>Book now as there are only 3 places remaining.</p> <p>Special offer! Bring a friend and get a discount. Get 20% off your place for each additional person you book.</p>	<p>Slide. This will show you a menu of all your slide titles and you can select the one you need. When you are ready to resume where you left off, you can right-click again and select Last Viewed.</p> <p>Don't forget there is a right-click button beside the keyboard of your laptop!</p> <p>To learn more about slick and professional use of PowerPoint, why not join our course on Wednesday 17th?</p> <p>If you have any specific questions about PowerPoint, just give us a call on 01224 330560.</p>
<p>Other scheduled courses</p> <p>View our course diary for the coming month. We have courses scheduled in June for Excel, Word, Sage, Project and Outlook.</p> <p>In addition to our scheduled courses, we can arrange training on any of our topics. Other titles include Adobe Acrobat, Contribute and Sage. Call us to discuss your requirements.</p> <p>We offer training on a one-to-one basis or tutor-led for groups of up to 4 people.</p>	 <p>ays business solutions</p> <p>offers people skills and personal development training, business development and marketing services.</p> <p>We offer a "manage training" package for small to medium sized companies, and our business development service offers Training Needs Analysis, mapping workflows and review of procedures and company strategies.</p> <p>Through our marketing service we promote products and services that your company offers. We drive changes and projects within your company.</p> <p>Contact for all general enquiries: 01569 731064 e-mail: info@ays-ltd.co.uk</p>

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).