



Welcome

This month we are featuring our PowerPoint Advanced course, and discussing the impact of including media clips in your presentations.

Our scheduled courses recommence in mid-November after a spell where all of our trainers are delivering tailored training at clients' sites. This can be an excellent way to address specific training requirements for your organisation at any level of expertise.

Congratulations to Scott from Inspire who won the free on-line support session from last month's issue.

You are receiving this because you have previously purchased from [Nicholson Solutions](#), or have expressed an interest in our services. If you don't wish to receive this newsletter in future, just [email](#) and let us know.



User tip of the month:

Deliver your presentation to someone who doesn't have

PowerPoint

To deliver your presentation to a computer without PowerPoint, save your presentation using File, Pack and Go. This creates a group of files including your presentation and the PowerPoint Viewer, which you can deliver.

The recipient runs the Pack and Go file and can then view the presentation. You may be prompted to download the Viewer from the internet, and you may need your Office CD to install Pack and Go.

Next month's featured course

Our featured course is **PowerPoint Advanced:**

produce sophisticated and professional presentations which communicate your message effectively.

In this course you will learn

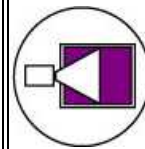
- Structuring and designing for your audience
- Working with flowcharts and charts
- Embedding video and audio content
- Action buttons and customising your show

[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 21st November 2007**

Moving image impact



Have you ever wanted to hand over to an expert in the middle of a presentation? If you can pre-record your expert, then you don't need to take them with you.

You could embed a film clip in your presentation, and when you reach that slide, start your film and hand over to the expert.

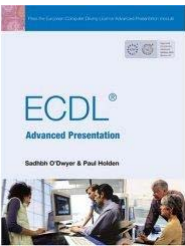
PowerPoint can accept a wide-range of movie and media file types, allowing you to incorporate the impact of the moving image into your presentation.

However the impact could fall short if you don't consider the environment in which you will be presenting. Consider the size of screen and the resolution of your images, and also the size of room and what speakers you will require.

Get this part right will ensure your moving images communicate a compelling message.



<p>Venue: Evolve Training Centre, Dyce Time: 9:00 to 16:00 Cost: £185 plus VAT per person</p> <p>Book now as there are only 2 places remaining.</p> <p>Special offer! When you book a place on this course you will receive a free follow-up session using our Runawaymouse.com training-by-telephone technique.</p> <p>Special offer! When you book a place on this course you will receive a free follow-up session using our Runawaymouse.com training-by-telephone technique, worth £33.</p>	<p><i>If you need advice on setting up equipment for a presentation, give us a call.</i></p>
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<p>Other scheduled courses</p> <p>View our course diary for the coming month. We have courses scheduled in November for Excel, Word, PowerPoint and Outlook.</p> <p>In addition to our scheduled courses, we can arrange training on any of our topics. Other titles include Microsoft Access, Microsoft Project, Adobe Acrobat and Sage. Call us to discuss your requirements.</p>	<p><i>This month's book recommendation</i></p> <div data-bbox="841 1171 1024 1415" data-label="Image">  </div> <p>This guide to the ECDL Advanced PowerPoint course is an excellent reference, with thought provoking content on factors for you to consider when planning how to communicate your message most effectively. Click the picture to view on Amazon.</p>
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You can also contact us for training in **Word, Access, Outlook, Excel, Project, Sage, Adobe Photoshop** 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 [runawaymouse](#).

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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