Innovatis b.v.

- innovation
- implementation
- information

Training for Microsoft[1] Products . . . . .

. . . . Word, Excel, **PowerPoint**, Outlook, Windows and more

At *Innovatis*, we deliver a full range of **coaching** / **training courses** for **Microsoft** products to suit all levels of ability, so you can be sure that your training is matched precisely to your needs.

Microsoft has established the Microsoft Office suite as the most widely-used set of applications for document creation, communication and business information analysis. As a result, skills in Word, Excel, PowerPoint, Outlook and Office itself have become key requirements for staff in today's business environment. Even for more specialised jobs, Microsoft has solutions like **Publisher**, **Project**, **FrontPage** and **Visio** that integrate seamlessly with their basic applications.

The following brochure shows full details on:

- PowerPoint training

For details of training in other Microsoft products, please contact us and we will be pleased to send a full schedule of course contents.

We are also happy to combine elements of our various programmes to fully meet your needs.

We specialise in private training tailored to suit your specific needs, and are happy to arrange group training courses for all popular Microsoft Office applications to suit different levels of ability.

Tailored course design comes to you at no extra cost, and training can be at your premises or at our training facilities in Amstelveen.

Your training in Microsoft products can be assisted by our **skills appraisals**, which are provided on all Microsoft Office applications and, if you need individual attention, you can benefit from a mentoring service where we can guide you through your progress before, during and after attendance on any training course. Full support is provided to you when you put the courses into practice.

For full details of our Microsoft PowerPoint training courses, please see the following brochure.

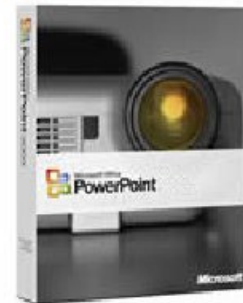*For more information on all Microsoft products, visit the* Microsoft website

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[1] Please note that throughout this document, the terms "Microsoft, Windows, Word, Excel, Office,PowerPoint, Publisher, FrontPage and Visio" are acknowledged to be copyright and property of The Microsoft Corporation, Inc

Microsoft PowerPoint training

From simple text slides to full multimedia presentations

Go to a course name for full details :

- Microsoft PowerPoint Introduction
- Microsoft PowerPoint Advanced
- Microsoft PowerPoint Professional

Microsoft PowerPoint helps you to present your ideas in a clear and concise manner, and delegates at our PowerPoint training courses are often surprised at just how much can be achieved with the package.

Once proficient, you will be able to design and produce presentations that not only look professional, but will enhance your delivery by fully engaging the audience with simple, effective images, animations and effects.

Innovatis can provide you with Microsoft PowerPoint training at three levels of ability, from basic Introduction through Advanced to Professional standard, focused on the Microsoft PowerPoint 2003 or 2007 versions.   **We have experienced, capable and friendly trainers** who can answer all your questions and make sure you are happy with every subject you need to cover.

You can choose a public course, where we cover standard content at a scheduled time, or a private course which can be tailored on a "mix and match" basis to suit your particular needs.

And, of course, we will provide **after-course support** when you put your new skills into practice. We can also **create your presentations for you** when time is pressing !