

REACT 2 TRAINING LTD

www.react2training.co.uk

Core
Skills



Courses



Well-
being

Microsoft PowerPoint

Our Microsoft PowerPoint courses are suitable for delegates who want to develop a good knowledge and understanding of PowerPoint.

Course Outline

Our Microsoft PowerPoint courses are suitable for delegates who want to develop a good knowledge and understanding of PowerPoint. It is specifically for those who wish to create customised presentations designed to impress an audience. This course allows delegates how to use the Office button and ribbons to navigate PowerPoint.

Design your presentation layout with headers and footers, apply themes, and format text. Learn how to add tables, shapes, Clip Art, SmartArt, and media clips of video and audio to effectively enhance your message.

Before progressing on to working with more advanced features such as adding buttons for interactivity and using media content like audio and video. It also covers how to work with advanced graphic manipulation features, advanced slide show features, and exporting data out of PowerPoint.

Content

- Getting started with PowerPoint
- Command & contextual tabs
- Navigating a presentation
- Creating a new presentation
- Saving presentations
- Applying slide layouts
- Moving and deleting slides
- Ungrouping and grouping
- Creating graphs
- Slide masters and themes
- Printing notes, slides and handouts
- Creating slide shows
- Using presenter view

Who is this course for?

This course is for anyone who prepares, delivers or oversees the preparation of presentations using Microsoft PowerPoint. It's suitable for complete beginners or those with a little self-taught knowledge.

Duration	Ref
1 day	MPP



React 2 Training - About Us

We **specialise** in providing short courses, classes & workshops

Welcome to React 2 Training Ltd

We specialise in providing short training courses, classes and workshops for individuals and business across the UK. We also provide in-house training solutions and develop bespoke courses for business.

We believe that successful training is about encouragement, participation in a relaxed learning atmosphere. The trainers of our company have many years of experience working in industry, commerce and overseas. We set out learning objectives so by the end of the course you will have a clear idea of what you have learnt. Our training courses have been designed and written by professionals who have a vast amount of experience in their field of expertise.

Bespoke Material

React 2 Training Ltd can design fully customised training courses for your organisation. We will work with you to develop the material to ensure it reaches the knowledge and expertise your staff require. We can tailor learning objectives so you get exactly the right course delivered for you. We can develop short courses, workshops and blended learning. All the material we produce complies with VARK.

Experienced Trainers

All of our trainers have a minimum of Postgraduate Certificate in Education and have at least 15 years' experience of writing and delivering training.

They have experience of delivering training to a variety of audiences including FE colleges, public sector, private sector and overseas companies.



In-house training services

Flexible scheduling, saving your organisation time & money

If several people in your organisation have the same learning need, an in-house programme is likely to be the most effective training option. Our in-house programmes are **simple to arrange** and can be tailored to meet more specific learning needs. Training can be run from your own premises or we will help you select a suitable venue offsite.

Our existing courses can be customised to meet your organisation's requirements. With all our courses there are no hidden cost, the price you see is the price you pay.

Our in-house training programmes are **centred around your requirements**, we understand that in today's world that flexibility is an expectation. We can deliver training around your workforces schedule so that time is used effectively.

Typically choosing an in-house training programme **can save you 25%-30%** of what it would cost to put staff on open public courses. We set out clear aims and objectives with a focus on results and on demonstrating tangible returns on training spend.

We have clear pricing so the amount we quote is always the total cost and contains no hidden extras.

We set out **clear aims and objectives** with a focus on results and on demonstrating tangible returns on training spend. Our trainers have the experience to offer advice and ideas on the most effective, best value approach, always beginning with the required end result in mind. Each delegate on our training courses is given a free course pack which includes course notes, PowerPoint's and activities.





Our Learning Process

An approach that puts the **learners** needs first

1. Identify Needs

We like to know as much as we can about our learners as possible. This way we can cater areas of the course to suit particular needs and requirements.

2. Plan & Design

We like to induct our delegates onto our courses so we conduct icebreakers and set ground rules. This ensures the behaviour you can expect from us and what we can expect from you. We inform delegates of the qualification requirements and ensure we produce schemes of work to meet internal and external requirements.

3. Deliver & Facilitate

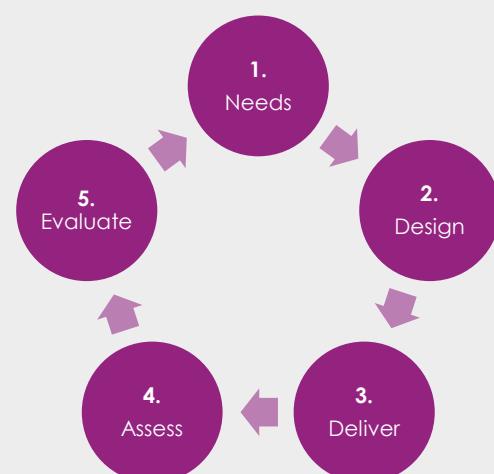
Our goal is to enable learners to gain a qualification to meet organisation targets and deadlines. We ensure equal opportunities and acknowledge diversity within a group. We use a variety of learning methods to meet VARK and use a variety of resources to meet learning needs.

4. Assessment

We assess learners throughout our training programmes, this helps us measure their learning. Assessment takes place during all lessons or individual situations, formally and informally and we use a variety of assessment methods to meet all learners' needs. We keep records to meet internal and external demands - audits, quality monitoring, etc.

5. Evaluation

We take the feedback we receive from delegates very seriously. This helps us monitor the delivery, planning, assessment techniques, support for learners, teaching methods and resources.





ICT & Technical Courses

Technical and ICT training in a **relaxed** atmosphere

2D Computer Aided Design

3D Computer Aided Design

Architectural Floor Plans

Engineering Drawing

Finite Element Analysis

Microsoft Access

Microsoft Excel

Microsoft PowerPoint

Microsoft Project

Microsoft Word

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Well-being