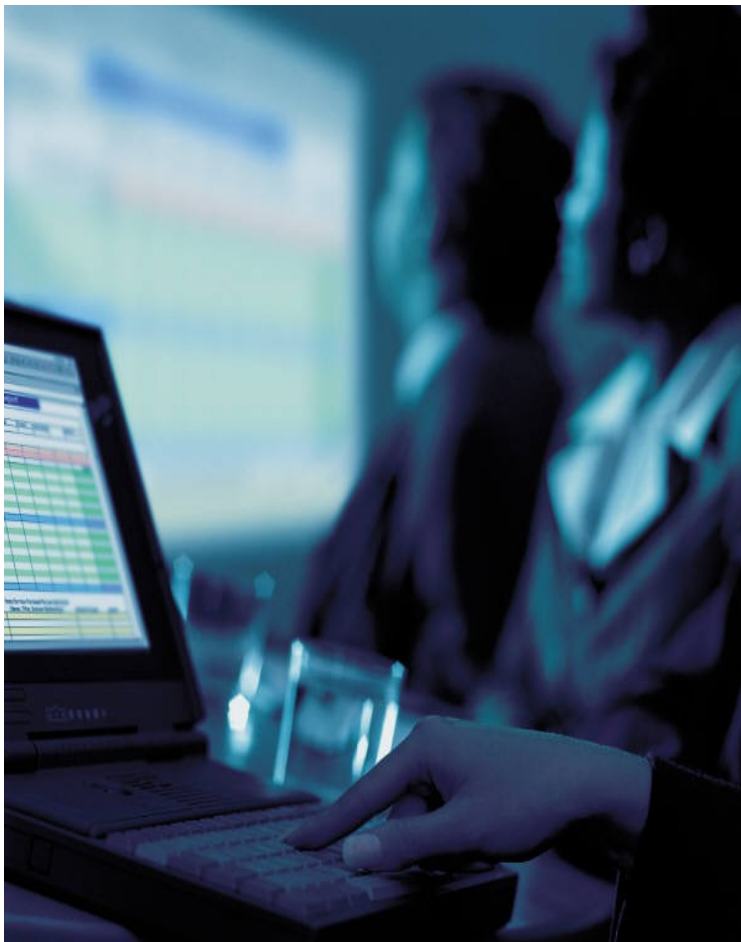


SHORT COURSE - IT & E-COMMERCE



# MICROSOFT 2007 POWERPOINT IN A FLASH



DATE: 8 September 2010  
TIME: 2.30pm—4.30pm  
COST: £50  
VENUE: GTA University Centre  
TUTOR: John Gocher

#### COURSE OBJECTIVES:

- ◆ Introduction to the functions of Microsoft Powerpoint
- ◆ Applying the Powerpoint automation function
- ◆ Recognising and using the full range of Powerpoint facilities.

#### Tutor

John Gocher, a freelance computer trainer and consultant with extensive knowledge and experience of Microsoft applications, specialises in providing training and application solutions using programmes which incorporate the Microsoft Visual Basic language.

# Booking Form



## Microsoft 2007 PowerPoint in a Flash

8 September 2010 £50

### DELEGATE DETAILS

Delegate Name: Mr/Mrs/Miss/Ms	
Organisation:	
Address:	
	Postcode:
Tel:	Fax:
Email:	
HR/Training Officer:	

I have read the terms and conditions below and enclose a cheque for £ \_\_\_\_\_ made payable to the GTA University Centre. *Please quote the course name and date in all correspondence.*

*Signed:*

*Date:*

I would like to receive further information on GTA courses

bl/112/8090

**REGISTER:** Please complete this registration form and return it with your payment, to the address below, quoting the course name and date in all correspondence.

**CANCELLATIONS:** Full refunds will be made in respect of cancellations made at least 21 days prior to the commencement of the course. A fee of 50% will be levied for cancellations made between 21 and 14 days prior to commencement, and the full fee will be charged for cancellation within 14 days of commencement. A substitute delegate can be named at any time. Cancellations will only be accepted in writing.

**SPECIAL ARRANGEMENTS:** If you have a disability and require special arrangements, please inform the GTA at the time of registration.

You will receive a letter of confirmation in advance of the course, if you do not receive one, please let us know.