



# eBeam Training 4

## Corporate and public services - Meetings and Presentations



This on-site course will provide you with all you need to know to set up your eBeam mobile interactive whiteboard system for your meetings and how to present using the integrated eBeam software.

### Course content

#### Understanding your eBeam system

- The components of an eBeam interactive system
- How eBeam works
- Connecting eBeam to your PC and projector

#### Getting started

- How to calibrate your screen image
- Working with the eBeam tool palette
- Understanding the eBeam stylus buttons
- Using the eBeam stylus as a mouse
- Creating ink with the eBeam stylus
- Writing annotations over the projected image
- How to save your annotations
- How to use the eBeam screen recorder

#### eBeam Scrapbook

- Taking meeting notes
- Importing images into Scrapbook
- Creating shapes and objects in Scrapbook
- Saving and distributing your Scrapbook file

#### Working with Microsoft PowerPoint

- Controlling PowerPoint with eBeam
- Writing and saving annotations in PowerPoint

#### eBeam shared meetings

- Setting up a meeting
- Hosting and sharing a meeting
- Joining a meeting

### How the training works

Everyone who attends an eBeam training program will be fully engaged in the process. You will be working in pairs, sharing a desktop PC and following the trainer with activities from the very beginning - learning by doing. Delegates take turns working on the interactive screen while the rest work at their PCs familiarising themselves with the feature set and playing with the software.

**Course length - 120 minutes**

**For a maximum of 8 delegates**

**Bespoke courses are also available**

**Additional costs for travel and accommodation may be added to the standard module price**



Navitas Training (Official UK trainer for eBeam) bring everything to you. This includes a portable computer network pre-loaded with all the software required for the training, an eBeam mobile whiteboard system and data projector.

Navitas Training specialise in how to use systems that help you think, conduct meetings and create presentations.





# eBeam Training Programs

eBeam training will help you transform your classroom or meeting room into interactive and collaborative spaces using eBeam portable interactive whiteboard technology. Choose from training for education or corporate, business and public services and get up to speed quickly with the introductory programs or become confident eBeam users with the advanced levels. The programs all feature high levels of hands on learning while being guided by our experienced trainer.

Education			Corporate, business and public services	
<b>eBeam Training 1</b>	<b>eBeam Training 2</b>	<b>eBeam Training 3</b>	<b>eBeam Training 4</b>	<b>eBeam Training 5</b>
<b>Essential</b>	<b>Creative</b>	<b>Expert</b>	<b>Meetings and Presentations</b>	<b>Visual meetings and planning</b>
<p>This on-site course will provide you with all you need to know to set up your eBeam mobile interactive whiteboard system in your classroom and how to present using the integrated eBeam software.</p>	<p>Explore the feature set of eBeam Scrapbook by creating simple classroom activities. This course will also introduce and explain how images, animation and video work on computers.</p>	<p>Learn the expert tips and tricks in this open, forum style session. Follow your own path, exploring and playing with a wide range of software that other teachers are using with interactive whiteboards and learn how to adapt lesson plans for your eBeam system</p>	<p>This on-site course will provide you with all you need to know to set up your eBeam mobile interactive whiteboard system for your meetings and how to present using the integrated eBeam software.</p>	<p>Learn how to set up a digital meeting room anywhere and how to integrate visual thinking software with your eBeam interactive system to aid with problem solving, idea generation, planning and decision making</p>
<p><b>Topics:</b>            Understanding the eBeam system            Getting started            eBeam Scrapbook            Working with PowerPoint</p>	<p><b>Topics:</b>            Setting the scene            Creating memorable pages            Student interaction            Animation and video</p>	<p><b>Topics:</b>            eBeam Meetings            Concept Maps &amp; Mind Maps            Scrapbook tips and tricks            Generic interactive software            Lesson plan examples</p>	<p><b>Topics:</b>            Understanding the eBeam system            Getting started            eBeam Scrapbook            Working with PowerPoint            eBeam shared meetings</p>	<p><b>Topics:</b>            Visual thinking software overview            Visual meeting notes            Analysis and idea generation            Decision making and planning</p>



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