Microsoft PowerPoint

Are you a beginner to PowerPoint and need the basics on how to use the program? PowerPoint is a presentation program that helps you turn your ideas into professional, convincing presentations. Whether you are delivering annual sales statistics to a large audience or creating a personal slide show of your recent trip, PowerPoint has all the tools you need to get your message across.

PREREQUISITES:

You need basic computer skills to complete this course.

DELIVERY METHOD:

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

OBJECTIVES:

- Fundamentals
  - Program Fundamentals
  - Getting Started with Presentations
  - Inserting and Editing Text
  - Viewing a Presentation
  - Customizing PowerPoint Format
  - Formatting Text
  - Formatting a Presentation
  - Working with Tables

- Graphics
  - Working with Objects
  - Working with Charts and SmartArt
  - Animation and Finalize
  - Applying Transition and Animation Effects
  - Working with Multimedia
  - Delivering a Presentation
  - Using Collaboration and Distribution Tools

Course No: 25048
Dates: 4/6/16 – 4/27/16, Wed
Time: 6:00 pm – 8:00 pm
Hours: 8 (4 Sessions)
Location: Clermont-Bldg. 1 Rm 126
Instructor: James Mead
Fee: $106

Lake Sumter State College

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