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: 25032
Dates: 3/16/16 – 4/6/16, Wed
Time: 6:00 pm – 8:00 pm
Hours: 8 (4 Sessions)
Location: Leesburg-Bldg. M Rm 110
Instructor: Linda Card
Fee: $106

Computer Institute, Leesburg Campus
9501 US Highway 441, Leesburg, FL 34788
(352) 365-3530, www.lssc.edu/ce (Click on Computer Institute)