



Hands-on Computer Training! Microsoft PowerPoint Essentials

Course Length: 6 Hour (either 2 three-hour sessions or 1 six-hour session)

Price: \$175

Prerequisites: Familiar with the personal computer and Windows. No previous PowerPoint or presentation experience is required.

Description: Through lecture, demonstration and hands-on exercises, the individuals will become familiar with Microsoft PowerPoint. Creating and editing a slide presentation will be covered as well as tips on using PowerPoint to create compelling presentations.

Upon completion of the course, the participant should be able to:

- Create a new presentation and open an existing one
- Create title and bulleted list slides
- Save and close a presentation
- Print one slide or the entire presentation
- Edit a text chart
- Spell check a presentation
- Move and copy text within the presentation
- Use the slide master to format text
- View the presentation in four different ways
- Add notes to the presentation
- Add graphics such as circles, lines, and boxes to a slide
- Insert & edit ClipArt on a slide
- Use a template to format a presentation
- Prepare a slideshow

Course includes:

- Creating a Basic Text Slide
- Editing and Formatting a Text Slide
- Viewing the Presentation
- Adding Graphics to Slides
- Modifying a Presentation

Other training options include: Corporate training in our classroom or at your site and Individual training at your home or office. Prices will vary for the different options.