

Introductory Microsoft PowerPoint

Now Enrolling!

Online **or** in person class options available.

Class Description

The successful student will learn the basic functions of PowerPoint including using templates to create PowerPoint slides, formatting slides, adding text to slides, inserting slides, and creating a slide show presentation.

Program Description

This class is part of a series designed for students with minimal computer experience. Each class will feature training in one key application of the Microsoft Office Suite including a class for each of the following: Word, Excel, and PowerPoint. These classes are designed to be taken independently of each other. The student may begin with any class in the series and may take the classes in any order.

Topics Covered

- Microsoft Windows 10
- Creating PowerPoint Slides
- Using Templates
- Formatting Slides
- Adding Text
- Inserting Slides
- Creating a Slide Show

Expected Student Outcomes

- Learn how to create a presentation in PowerPoint 2019
- Demonstrate Excellent Attendance and Punctuality

Led by Experienced MOS Specialist Master Instructor

Visit www.cprf.org/programs/sact to view our current class schedule.