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* **Creating new presentation**
* **Saving presentation**
* **Navigating PowerPoint windows**
* **Using document themes**
* **Delivering slide show**
* **Working with outlines**
* **Working with word integration**
* **Formatting presentation**
* **Using format painter**
* **Organizing the sections**
* **Printing presentation**
* **Working with online pictures**
* **Adding graphics**
* **Working with slide transition**
* **Using slide animation**
* **Adding sound effects**
* **Inserting charts**
* **Working with external documents**
* **Creating SmartArt Diagrams**

**September 27th & 28th 6:00 pm – 9:00 pm**

**CTC Training Center**

**5330 Transport Blvd.**

**Collumbus, GA 31907**

**COURSE CONTENT INCLUDES:**

**This course will provide you with the confidence, knowledge, and skills to work more efficiently in your day-to-day operation and be more of an asset in the workforce.**

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**$79/person**

**Book & Material Provided**



**POWERPOINT**

For more information or to register,

call Deana Beauford at **706-649-1454**

or email [**dbeauford@columbustech.edu**](mailto:dbeauford@columbustech.edu)