



# PowerPoint Basics

## PowerPoint education invitation!

In the *PowerPoint Basics* class, you will learn to create presentations vibrant in design, powerful in purpose and commanding in attention.

Consider the following for attending this class:

- Have you ever wanted to create exciting and dynamic presentations?
- Have you ever wanted to learn to add picture and videos to presentations?
- Have you ever wanted to use design templates and transitions?

## Who needs to attend?

Any team member who will be tasked with presentations using PowerPoint.

## Class location, date and time

Thursday, June 11, 8:30 a.m. to 3:30 p.m.

**This course has been converted to a virtual curriculum. Please enroll in the class and you will be contacted with further instructions.**



## Learning objectives:

After successfully completing this course, you will be able to:

- Identify on-screen features and navigate through a presentation
- Create and edit bullet points
- Insert videos, sound, and animation schemes
- Use design templates and transitions

**Register through I-Learn by browsing for: z2096 PowerPoint Basics. After registering, you will receive a confirmation email with further details for the session.**