



# Advanced PowerPoint

## PowerPoint education invitation!

This webinar will provide learners with the ability to select and use the powerful advanced features of PowerPoint (including audio and video recordings and close captioning), effectively use Novant Health branding as well as the integration of other Microsoft Office applications to take your presentations to the next level.

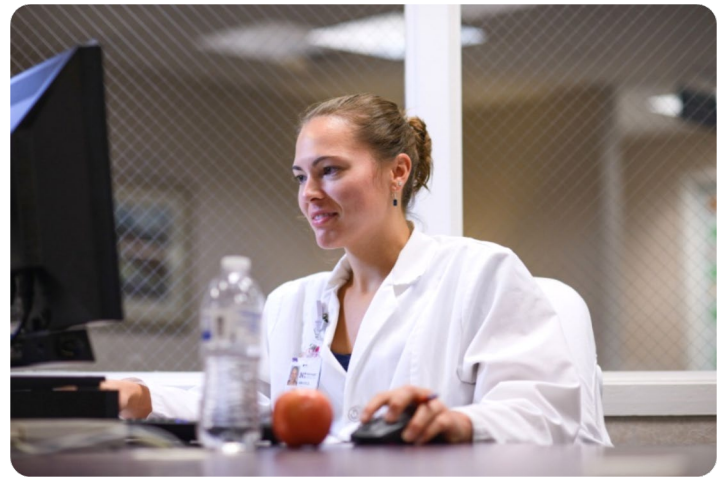
### Who can attend?

Any team member

### Webinar date and time

Tuesday, March 23, 8:30 a.m. to 12:30 p.m.

Register through I-Learn by browsing for: **CET0033 Advanced PowerPoint**. After registering, you will receive a confirmation email with further details for the webinar.



### Learning objectives:

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

- Demonstrate how to effectively Brand and format a PowerPoint presentation.
- Describe how to organize a PowerPoint presentation.
- Explain how to export/import content from other Microsoft applications into PowerPoint.
- Demonstrate and provide instruction on how to record audio and video to create a MP4.
- Explain the Close Caption functionality via Zoom.