



PowerPoint Basics

PowerPoint training 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

Friday, November 15, 8:30 a.m. to 3:30 p.m.

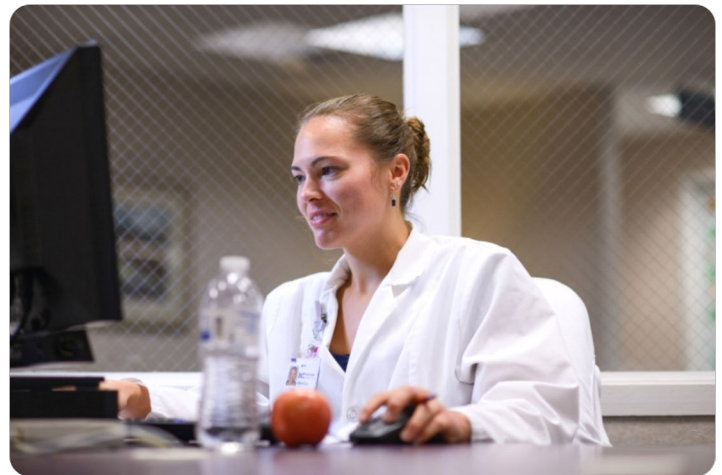
Kilpatrick building

Garnet computer classroom

4020 Kilpatrick Street

Winston-Salem, NC 27104

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



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