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**Microsoft Power Point 2013 Basic**

**Sunday August 27th 10:00 a.m. - 4:00 p.m.**

**Franklin Jamatkhana Social hall 220 28th ST NE**

**Fee for this All Day Information Session is $20.00**

**Course Outline**

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| **Getting Started with PowerPoint®**   * Navigate the PowerPoint Environment * Create and Save a PowerPoint Presentation * Use Help   **Developing a PowerPoint® Presentation**   * Select a Presentation Type * View and Navigate a Presentation * Edit Text * Build a Presentation   **Performing Advanced Text Editing**   * Format Characters * Format Paragraphs * Format Text Boxes   **Adding Graphical Elements to Your Presentation**   * Insert Clip Art and Images * Insert Shapes | **Modifying Objects in Your Presentation**   * Edit Objects * Format Objects * Group Objects * Arrange Objects * Animate Objects   **Adding Tables to Your Presentation**   * Create a Table * Format a Table   **Adding Charts to Your Presentation**   * Create a Chart * Format a Chart   **Preparing to Deliver Your Presentation**   * Review Your Presentation * Apply Transitions * Print Your Presentation * Deliver Your Presentation |

**For more information and to register e-mail: epb.crc@gmail.com**

**Phone or Text: Zull Punjani (403) 689-8584**