****

**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**

|  |  |
| --- | --- |
| **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**