



Microsoft PowerPoint - Intermediate

Sunday, May 23: 9am-3pm PT | 10am-4pm MT | 12pm-6pm ET

Online via Zoom (The link will be sent to registered participants)

The fee for this course is \$10.00

Course Outline

**Pre-requisite for this course: A basic knowledge of Microsoft PowerPoint
Learn a basic level of Microsoft PowerPoint 2016 online for free at:**

Working with Graphic Objects

- *Adding Pictures*
- *Adding Shapes and SmartArt*
- *Modifying Objects*

Adding Tables

- *Creating Tables*
- *Formatting Tables*

Adding Charts

- *Creating Charts*
- *Formatting Charts*
- *Changing Chart Types*

Applying Transitions

- *Add a Transition*
- *Remove a Transition*
- *Increase the Timing of the Transition*

Adding Sound to Your Presentation

- *Preview the Audio File*
- *Trim the Audio File*
- *Add a Fade In and Fade Out*

Adding Videos in Your Presentation

- *Preview the Video*
- *Trim the Video*
- *Add a Fade In and Fade Out*

Delivering the Presentation

- *Presenting the Slideshow*
- *Advancing or Reversing*
- *Hiding or Unhiding Specific Slides*
- *Customizing the Presentation*

<https://edu.gcfglobal.org/en/powerpoint2016/>

Registration for this course with pre-payment is required:

<https://iicanada.org/form/microsoft-powerpoint-intermediate-0>

**For more information, please email: epb.crcprairies@iicanada.net, or call/text:
Zull Punjani at 403-689-8584 or the EPB office at (403) 215-6200 Ext. 7039**