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**Microsoft PowerPoint Basic**

**Sunday, December 5, 2021**

**9:00 AM-2:00 PM BC, 10:00 AM-3:00 PM Alberta, 12:00 Noon-5:00 PM Eastern Time**

**On Line Via Zoom (Link will be sent to registered participants)**

**Fee for this one full day Information Session is $10.00**

**Participants will acquire basic knowledge on how to effectively use Microsoft PowerPoint**

**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 |

**Video Recordings link of this Class will be sent to all attendees who join live session only.**

**Free Online Classes**

[**https://edu.gcfglobal.org/en/powerpoint2016/**](https://edu.gcfglobal.org/en/powerpoint2016/)

**Advanced Registration with Pre-Payment Required**

[**https://iicanada.org/form/introduction-microsoft-powerpoint-basic-0**](https://iicanada.org/form/introduction-microsoft-powerpoint-basic-0)

**For more information and to register E-mail: epb.crcprairies@iicanada.net**

**Phone or Text: Zull Punjani 403-689-8584 or EPB Prairies Office: Message # (403) 215-6200 Ext. 7039**

**\*\*Please visit https://www.iicanada.org/ for more information\*\***