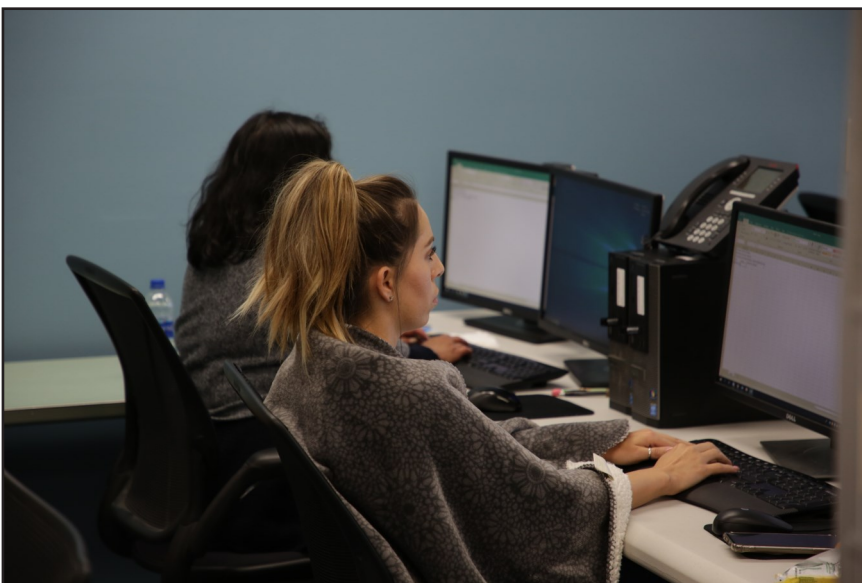


MICROSOFT POWERPOINT



The Microsoft PowerPoint training workshop provides your employees with an understanding of what PowerPoint is designed for and how to use it. The course can go over simple items such as loading and saving a PowerPoint and creating the basic slides, to more advanced techniques such as master slides and slide design. We can conduct an introductory course or an advanced course or a combination of these two. This training is customized depending on your needs and whether you need basic or advanced PowerPoint training.

This class is interactive as well as discussion oriented. It is designed to be fully customizable to your employee training needs and we are able to conduct this training at your site or ours.



“Trainer was helpful and patient, Great Instructor.”

- Previous trainee

Brief Class Outline

- Introduction to PowerPoint
- How to load/save
- Work area/layout
- Side layout
- How to create slides
- How to design slides
- Transitions
- Animations
- How to operate your slideshow

Contact Us

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