



Microsoft PowerPoint 365

Course Description: This course is intended for anyone who wants to gain a foundational understanding of Microsoft PowerPoint. Participants will learn how to use the basic features and functions of PowerPoint to create and edit engaging presentations.

Prerequisites: A basic knowledge of and experience with Windows, including being able to start programs, switch between programs, locate saved files, and close programs. Note: Access to the PowerPoint desktop app is required for this course.

Course Facilitator: Izzy Perry

Modules:

- 1. Foundations**
 - Getting to know PowerPoint
 - Ribbon/Quick Access Toolbar
 - Getting Help
- 2. Presentation Basics**
 - Create a new presentation
 - Templates
 - Themes and variants
 - Slide layouts
 - Navigating a presentation
- 3. Edit a presentation**
 - Working with Text
 - Working with objects and images
 - Transitions
- 4. Preparing a Presentation for Delivery**
 - Notes
 - Preview a presentation
 - Slide Sorter
 - Presenter view

Dates & Times *(Please Select Session Date/Time):*

Location: Online

<input type="checkbox"/>	23-Feb-2022 8:30AM to 12:30PM MDT	<input type="checkbox"/>	23-Mar-2022 8:30AM to 12:30PM MDT
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LCA Members: \$ 145.00 (+GST); Non-Members \$ 199.00 (+GST)

Company: _____

Attendee(s): _____

E-mail/Phone: _____

Payment Type: Visa ____ Mastercard ____ Cheque ____ Invoice (Members Only) ____

Credit Card Number

Expiry Date

E-mail: lloydca3@telus.net

No refunds will made after course link has been sent.