Introduction PowerPoint

Do you want to create professional presentations for overhead projectors, paper handouts, and on-screen slide shows? Would you like them to look snazzy and interesting, yet still be quick and easy to produce? If this sounds like what you need, sign up for Introduction to PowerPoint and let the creativity begin!

Prerequisite: Working knowledge of the topics covered in Ready.
Key Topics: Developing a Presentation, Adding and Modifying ClipArt, Formatting a Presentation, Adding On-screen Transitions and Animation, Managing Presentation Slides, Creating Speaker Notes and Handouts

Advanced PowerPoint

Do you know the basics of PowerPoint but wish you could customize the look of your slide show?...incorporate elements from other files?... learn the ins and outs of making and running a professional presentation? If so, this course will give you the tools and skills needed to get your presentation from the idea phase to any audience.

Prerequisite: Working knowledge of the topics covered in Introduction to PowerPoint.
Key Topics: Things to do Before a Presentation, Adding and Modifying Objects, Importing from Word and PowerPoint, Making a computer based slideshow, Customizing the Design, Preparing for use on other computers