

Department of Corporate Training

Presentation Preparation for Professionals **PowerPoint Level 1**

This course is meant for those desiring to explore the PowerPoint environment and create a presentation. This series of hands on classes provide an introduction to the following features:

- *Getting Started with PowerPoint*
- *Creating a Basic Presentation*
- *Formatting Text on Slides*
- *Adding Graphical Objects to a Presentation*
- *Modifying Graphical Objects in a Presentation*
- *Working with Tables*
- *Working with Charts*

Learning Outcome:

At the end of the course students will be able to:

- *Create a presentation*
- *Format text on slides to enhance clarity*
- *Enhance the visual appeal by adding graphical objects to a presentation and modifying them*
- *Add tables and charts to a presentation to present data in a structured form*
- *Finalize a presentation to deliver it*

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1 Day course

Time: 9:00 a.m. to 4:00 p.m.

Instructor: TBA

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