



Microsoft Powerpoint Workshop

Microsoft PowerPoint is widely used for creating and delivering presentations within the workplace and in academia. You will learn how to use the proper tools to structure, create and present a professional presentation using Microsoft PowerPoint.

Topics include:

- Preparing your structure
- Creating and formatting slides
- Presenting with impact
- Preparing yourself and your delivery

Certificate of participation given upon completion

Modules

- Understanding The PowerPoint Interface
- Creating Slides
- Using Templates
- Keyboard Shortcuts
- Formatting Text
- Inserting Images/Media
- Slide Layouts
- Slide Master
- Transitions
- And much, much more!

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