



PowerPoint CLASS

**Mondays,
May 13th & 20th
5:30-8:30pm**

PowerPoint is Microsoft's presentation program.
Come learn basic to advanced skills.

- Basics: creating, opening, saving presentations
- Working with slides: text basics, applying themes & transitions, printing & presenting.
- Texts & Objects: lists, indent/spacing, pictures/shapes, alignment
- Objects: videos, audio, tables/charts
- Customizing: modifying themes, slide master, hyperlinks, action buttons

and more!



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