

## Introduction to Microsoft PowerPoint

This course will provide interactive instruction for individuals seeking to learn the basics of Microsoft PowerPoint.

Course topics include:

- Overview of Microsoft PowerPoint
- Tabs & Ribbons
- Creating PowerPoints
- Transitions, Effects & Animations
- Inserting Pictures & Shapes
- Inserting Smart Art, Charts, & Tables
- Slide Design
- Display & Presentation Views

Students will need to bring a flash drive to class to save projects.

Class will be held Monday from 4:30 p.m. to 7:30 p.m. in the Jeff Tech IT Academy.

**Course Code:** 320

**Course Length:** 3 hours

**Course & Supply Costs:** \$70.00

**Class Dates:** March 20, 2023

**[CLICK HERE REGISTER AND PAY ONLINE](#)**

Classes are filled on a first come first serve basis.

Please contact the Adult Education Office by phone at 814-201-9837 or email to [mnbundy@jefftech.edu](mailto:mnbundy@jefftech.edu) for additional information.

As always, Thank you for choosing Jeff Tech!