

MICROSOFT POWERPOINT BASIC COURSE



Sign Up Today!

This PowerPoint training course teaches you to create effective and exciting presentations. You will learn to customize the PowerPoint application, and effectively create, collaborate on, secure, and distribute complex multimedia presentations for a variety of situations.

In this course we will cover key topics including:

- Identify the basic features and functions of PowerPoint
- Develop a PowerPoint presentation
- Perform advanced text editing operations
- Add graphical elements to your presentation
- Modify objects in your presentation
- Add tables to your presentation
- Add charts to your presentation
- Prepare to deliver your presentation



November 13th, 2024



9:00 AM to 4:00 PM



There are only 10 spots available.
Supervisors Approval needed. To register please
see the link below or contact Training@phl.org

**Please use the QR code to register
for Microsoft Courses**