

Step 4: Microsoft PowerPoint

Course Type: Adult Community Learning

Location: City Centre Campus

This Free 5 hour workshop will be run in a small, friendly tutor-led group and is suitable for anyone who would like to create a PowerPoint presentation - this course is not for beginners and we recommend that Computers for Work is completed prior to this course.

During the workshop you will learn:

- How to create a PowerPoint presentation
- Formatting text and background
- Inserting images
- Animations and transitions
- How to show a PowerPoint presentation

Where can I find out more information?

Please ring Adult Community Learning on Tel: 01225 328822