

# PowerPoint 2016 Essentials

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Participants will learn to create, edit, and enhance slideshow presentations to create professional-looking sales presentations, employee training, instructional materials, and kiosk slideshows. Learners will gain a fundamental understanding of the PowerPoint 2016 environment and the correct use of key features of this application.

## Workshop Objectives:

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- Create Presentations from scratch or templates
- Insert and format slides, handouts and notes
- Change Presentation views and configurations
- Insert and work with text, pictures, audio and video
- Work with tables, charts, and SmartArt
- Use transitions and animations
- Prepare for a presentation, including the slide size, narration, and timing
- Manage multiple presentations



For more information or to reserve your spot in this workshop, please contact:

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