

Department of Clinical Education presents

Advanced Power Point

Course Description

Microsoft Power Point is a desktop presentation program that produces professional presentations. Power Point makes it easier to organize, illustrate and deliver your ideas professionally. This is an advanced level class for the individual who has been using Power Point for basic and simple presentations and wants to learn the tools and techniques to create more complex presentations.

Course Objectives

Upon successful completion of the course, the participants should be able to:

- Create tables.
- Insert clip art and Word art.
- Create graphs and charts.
- Create organizational charts.
- Apply animation effects and transitions.
- Create various presentation deliveries.
- Use the "Pack and Go Wizard".

Prerequisites

Participants should have taken Intermediate Power Point or have a basic knowledge of presentations, graphics and the Windows environment. Some typing skills are desirable.

Instructor

Phyllis Sharum, Computer Training Educator
Times & Dates

- March 11, 2010; 8:30 am-12:00 pm

Location

- St. Joseph Hospital, Sister Frances Dunn Building, Classroom 6B – Computer Lab

Fees & Requirements

- No deposit required. **Open to St. Joseph Hospital Staff only.**
- Space is limited. Register early!

FAX (714-744-8580) or deliver Registration Form for Advanced Power Point – March 11, 2010

Name: _____

License #: _____

Address: _____

Organization: _____

City/State/Zip: _____

Position/Unit: _____

Home Phone: _____

Work Phone: _____