

Department of Clinical Education presents
Intermediate 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 intermediate 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:

- Draw and work with graphic objects.
- Use the Drawing Tools.
- Format and enhance graphic objects.
- Work with templates and the Slide Master.
- Create an original design template.
- Print presentations.
- Use the “page set up”.

Prerequisites

Introduction to Power Point, a basic knowledge of presentations, graphics, the Windows environment, and some typing skills are desirable.

Instructor

Phyllis Sharum, Computer Training Educator

Times & Dates

- Feb 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 Intermediate Power Point – Feb 11, 2010

Name: _____

License #: _____

Address: _____

Organization: _____

City/State/Zip: _____

Position/Unit: _____

Home Phone: _____

Work Phone: _____