

Department of Clinical Education presents

Introduction to 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 class is an introduction to presentation graphics **for beginning users who have very limited or no experience using a presentation graphics program.**

Course Objectives

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

- Become familiar with the Power Point Window.
- Use the “menu”, “toolbar” and “shortcut” keys.
- Use the “get help” tool.
- Create, edit and save a presentation.
- Organize and run a slide show.
- Navigate through your presentation.
- Format and proof slides.
- Change the slide background.

Prerequisites

Introduction to Windows, a basic understanding of the mouse, menu and Windows environment, and some typing skills are desirable.

Instructor

Phyllis Sharum, Computer Training Educator
 Times & Dates

- Jan 14, 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 Introduction to Power Point – Jan 14, 2010 -

Name: _____	License #: _____
Address: _____	Organization: _____
City/State/Zip: _____	Position/Unit: _____
Home Phone: _____	Work Phone: _____