POWERPOINT FOR BEGINNERS TRAINING CLASS

Our *Microsoft PowerPoint for Beginners* training class includes a total of 6 lessons and is geared towards individuals who need to learn the fundamentals in Microsoft PowerPoint or need a refresher on some of the basics. Our **live training class** is taught by a professional instructor in person or via Zoom (online). The goal of the training class is to help individuals become more confident in navigating PowerPoint, becoming more efficient when using the program and improving competency when building a presentation.

PowerPoint for Beginners Training Class Outline

Below is a list of the lessons and topics covered:

- Lesson 1: PowerPoint Terminology & Navigation
- Lesson 2: Building a PowerPoint Presentation
- Lesson 3: Customizing Your Text in PowerPoint
- Lesson 4: Working with Images, Shapes & WordArt
- Lesson 5: Inserting Tables to Your Presentation
- Lesson 6: How to Include Charts in Your Presentation