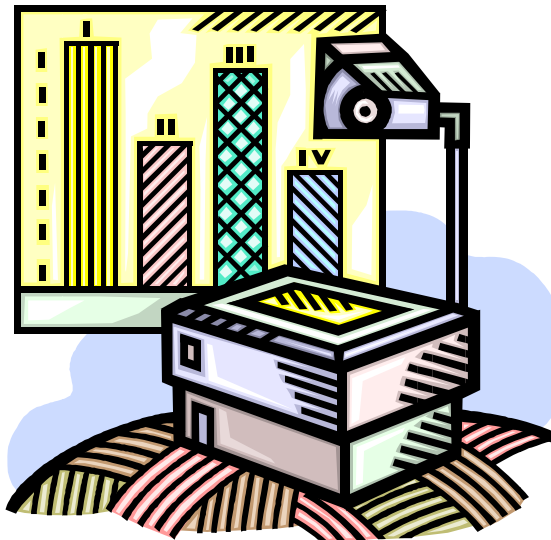


## Presentation Courses

### PowerPoint Complete (up to 12 Hours)

Recommended Prerequisite: Computer Basics, Word Unit 1  
Price: \$390 or 4 vouchers

Our staff will show you how to create a professional presentation from start to finish in this course. We will use different views to generate our presentation. Open slide masters, create headers and footers, and use font formatting. We will add clip art, smartart and draw shapes in our presentation, and discuss how to change colors of shapes and assemble your shapes. Build a table in a slide, and learn to add information and format the text. We will view our slide show, check and replace text, preview transitions, print handouts for our audience, and apply options during the slide show. We will work with adjusting the background, work with title masters, and collaborating with Excel and Word. We will arrange clip art on our slides, modify graphics, insert slides, and utilize drawing tools. We will apply transition and animation effects. Prepare your presentation for the web and add hyperlinks. We will show you how to create charts. We will also export outlines to Word and create handouts in Word. We will discuss different ways to deliver your presentation and mark a presentation as final.



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