



# The Training Place

**Mission: Responding to community needs by providing performance improvement solutions resulting in economic development, sustainability, and growth.**

## **PowerPoint - Level 1 - April 14, 2010**

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- Using the 2007 Interface
- Using galleries
- Changing view
- Starting a new presentation
- Choosing a theme
- Adding slides and picking layouts
- Inserting pictures and captions
- Inserting organization charts
- Applying a simple animation
- Setting up the show
- Checking spelling and reviewing
- Printing, distributing, and setting options
- Using Clip Art
- Putting photos into Powerpoint
- Cropping and resizing photos
- Using styles, colors, and effects
- Creating photo albums

**Cost: \$45 per session**

**To register please call Butte College: The Training Place (530) 895-9015**