

Computer Software Training

Microsoft PowerPoint 2007 INTRODUCTION & BEYOND

Learn how to Create and Design PowerPoint Presentations!

REGISTER NOW @
WWW.AGCS.D.ORG

- Date - September 29, 2009
- Time - 8:00 am - 4:00 pm
- Tuition - \$159.00 AGC Members
 \$249.00 Non-Members

INSTRUCTOR:
JOHN CELLINI
 John Cellini teaches web design and office applications. His certificates include A+, Network+, i-Net+, and he is an authorized Microsoft Office Specialist Instructor for Access, Excel, Word, Outlook and PowerPoint.

FOR MORE INFORMATION:
 CONTACT
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 858-558-7444 ext 108
 or
 gschaffer@agcsd.org

THE ASSOCIATED GENERAL CONTRACTORS - SAN DIEGO CHAPTER

Learn how to Create and Design PowerPoint Presentations!

Students will learn how to create, modify, and run a basic PowerPoint presentation

Topics Include:

- Creating a Presentation from a Template
- Editing a Presentation
- Formatting Your Presentation
- Drawing and Working with Graphics
- Working with Tables and WordArt



Prerequisite: Basic knowledge of the windows environment, basic keyboard skills.

Instructor: John Cellini

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