

SPARTANBURG DEVELOPMENT ASSOCIATION WORKSHOP

PowerPoint, Intro

Create a presentation, lay out your slides, learn how to maximize visuals-you'll learn all of this and more in this one-day session. If you are new to PowerPoint or would like a refresher on the basics, this course will help you master PowerPoint's basics!

Microsoft PowerPoint is an excellent tool to create presentations. Its many features make it easy to assemble both simple and complex presentations with relative ease.

Note: This class will use the PowerPoint 2007 software.

Highlights

- Creating a presentation
- Drawing objects on slides
- Creating charts and tables
- Formatting text slides
- Preparing to deliver a presentation

2012 date: March 21-29, (8:30 a.m. to 4 p.m.)

Location: Class will be held at the SDA office located at 1004 South Pine Street, Spartanburg.

Fee: Members, \$215 per person; non-members, \$300 per person

Instructor: Barb Hansen

Register: To register, call the SDA at 864/585-1007.

Custom delivery: This workshop can be tailored to meet your company's needs. It can be delivered at your facility, or off-site at the SDA. Please contact the SDA for more information.