LEARN HOW TO GET THE MOST OUT OF
MICROSOFT POWERPOINT
2021/365

W | Continuing Education

Competencies Achieved:

1. Modify slide masters, handout masters, and note masters
2. Change presentation options and views
3. Configure print settings for presentations
4. Configure and present slide shows
5. Prepare presentations for collaboration
6. SmartART Graphics
7. Table Insertion and Formatting
8. 3D Model Insertion and Modification

AND MUCH MORE!!

Total Cost: $850

Zoom/In Person

**Call (928)317-7674 or
Email ContinuingEd@azwestern.edu
for Registration**