



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



**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**



**March 18 - April 7, 2026**



**Mon - Thurs 5:00 PM - 8:00 PM**



**In Person or Zoom**

**1351 S Redondo Center Dr Yuma, AZ 85365**

**\*Zoom link will be provided upon registration**



**Email:** ContinuingEd@azwestern.edu

**To register and Pay:** (928) 317-7674

**Registration Hours:** Mon - Thurs 8AM - 5PM, Fri 8AM - 4PM payments accepted via phone or walk in. Please make checks payable to AWC. Visa, MasterCard, and Discover cards accepted.

**\*Financial Assistance is available through AZ@Work programs. Please contact your local AZ@Work office or AWC Continuing Education for more information on eligibility requirements.**

**Refund Policy:** No refund will be granted after the first day of the registered course.