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!!

REGISTER NOW

$ **Total Cost: $850**

📅 **January 5, 2026 - Janurary 26, 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.

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