Introduction to PowerPoint

DESCRIPTION: For newcomers diving into Microsoft PowerPoint 2016, getting acquainted with its interface is fundamental. We'll start by identifying key components like the Ribbon, which acts as our control center, housing essential tabs and tools for crafting presentations. We'll also explore elements like the Status Bar and Backstage View, which play crucial roles in managing and customizing our projects. When embarking on a presentation, we'll learn to sketch out our slides, laying a solid foundation for content organization and flow. Exploring the creation of PowerPoint templates involves locating the Slide Master and Layout Masters, pivotal for maintaining consistent branding and design. We'll delve into the significance of color patterns in themes and discover how to personalize templates by tweaking background colors, fonts, and placeholders. Making distinctions between templates and themes and knowing when to use views like Slide Master and Handouts Master enhances our understanding of PowerPoint's versatility. We'll also dive into practical skills like creating smooth transitions between slides and seamlessly integrating Excel data using OLE. Lastly, we'll learn the important considerations when presenting a PowerPoint slide presentation to a group. This introductory course sets the stage for confident and proficient PowerPoint usage.

OBJECTIVES

Upon completion of this course, the participant should be able to:

1. Identify the PowerPoint Ribbon and the most important tabs/toolbars with icons to use.
2. Identify the 5 General Steps for creating a PowerPoint Presentation template.
3. Identify the appropriate steps for beginning the template design phase of PowerPoint.
4. Identify where a template's Slide Master and Layout Masters are located.

FEE $70 Non-Consortium member $35 Consortium Member

Deadline to Register is 7/8/2024

Cancellations and Refund Policy:

Cancellations must be made prior to each program's cancellation deadline date as listed on its program details page in order to be eligible for a refund. If you paid a registration fee for your in-person or webinar program and cancel via the registration system by the cancellation refund deadline, you are eligible for a full refund (minus any material fee, if applicable) Refunds are typically processed within 10-15 business days after that.

INSTRUCTOR

Jim Scarbrough, JHS Consulting, Columbia SC

Jim is a California native and following a 7 year stint in the US Navy, Jim was employed in the Defense Contracting business with General Dynamics. He has spent the past 18 years in the IT field beginning as a computer technician in the Navy. He has held positions as a technical writer, QA support analyst, Level 2 help desk analyst for a pharmaceutical research center and has instructed government finance personnel various Microsoft applications including Word, Excel, PowerPoint, and Access. He has resided in South Carolina since 2000 and currently owns/operates JHS consulting in Columbia, S.C.

Tuesday, July 9, 2024

| 9:15am-9:30am | Check-In |
| 9:30am-1:30pm | Program |

LOCATION

Florence Library
509 S. Dargan St.
Florence SC 29501

CREDIT

AHEC: This program is approved for 0.4CEU's (4.0 clock hours) by Pee Dee AHEC and meets SC AHEC Best Practice standards. Participants must attend 90% of the program and complete an evaluation in order to receive a certificate of attendance. No partial credit will be given.

Pee Dee AHEC — Building and Supporting the Healthcare Workforce South Carolina Needs
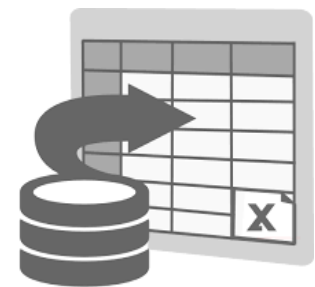
To register, please visit www.scahec.net/learn/login
For question please contact Kimberly Morris at 843-777-5352
Kimberly Morris@mcleodhealth.org