Microsoft PowerPoint Workshop

This workshop will help you:

- Speed up document production
- Take advantage of PowerPoint features
  - Master pages
  - Templates
  - Layers
  - Object selection
  - Image animations
  - Automated slide shows

Intended Audience:

- Office and field staff who need to create and edit presentations and even for making posters and flyers without complicated layout software

Registration is required for fulfillment of continuing education. Read the Center for Technology & Training policy here.

No-shows/cancellations within three business days of the event are charged the full registration fee; substitutions accepted

Michigan Technological University is an Equal Opportunity Educational Institution/Equal Opportunity Employer that provides equal opportunity for all, including protected veterans and individuals with disabilities.

Accommodation requests related to a disability should be made at least ten business days prior to the event by emailing ctt@mtu.edu.

Event Details

Date: August 30th, 2023
Time: 1:00 PM - 3:00 PM (ET)
Optional Orientation: 12:30 PM (ET)
Cost: $20 Per Person
Registration Deadline: August 29th, 2023

See all trainings at ctt.mtu.edu/training

Other sessions you might like:

Microsoft Word:
August 16, 2023

Microsoft Excel:
August 23, 2023

QUESTIONS?
EMAIL: **ctt@mtu.edu**

Center for Technology & Training