



# MS Office PowerPoint 2010

*“Work with Ease”*

## Training with Georgiann

Hands On Class Room Training

*North Orange County Community College District*



**Wednesday, October 29, 2014, 3:30 – 6:30 p.m., Wilshire Center, Room 18**

**Wednesday, November 5, 2014, 9:00 a.m. – 12:00 noon, Cypress College, TLC**

*Learn to Work with Ease with Advanced PowerPoint – Part 2 training class*

In this **Advanced** PowerPoint 2010 Part 2 training class, we will focus on elements of the following tabs:

- \* New
- \* Animations
- \* View
- \* Slide Show

Specific topics can include: Templates, Animate: Animation schemes, Custom Animation, Transitions, Notes Page, Slide Master, Handout Master, Notes Master, Custom Show, Set Up a Slide Show, Run a Slide Show, Keyboard Shortcuts, PowerPoint Show, Different File Types/Extensions for PowerPoint



*Georgiann is an instructor for LACCD (Los Angeles Community College District), Economic & Workforce Development Department. She is a certified **Microsoft Office Specialist** and has completed the **Certified Technical Trainer (CTT+)** courses. Georgiann has over **15 years experience** in the IT industry and has worked in a variety of industries. She provides corporate training, private coaching, business services and has planned and led transition/upgrade trainings on new software.*

*Georgiann looks forward to showing you how to “**Work with Ease**” on **Excel 2010** !*