

PowerPoint

2007



HURRY - Seating Limited!!!

Each student has their own computer station to facilitate **HANDS—ON learning!!!**

WHEN:

May 17th & 19th, 2010

WHERE:

SBE Training Center

TIME:

4:00 PM—7:00PM (Each Night)

COST:

SBE Members—\$95.00

Assoc. & Prof. Members—\$110.00

Non-Members—\$125.00

MAX ENROLLMENT OF 13

To register simply fill in this form and **FAX BACK TO 222-1918** or Complete this form and mail along with your check to: SBE Training Center
2985 Innsbruck Drive
Redding, CA 96003
If you have any questions please call
(530) 222-1917



TOPICS TO BE COVERED:

VIEWS IN POWER POINT

CREATING A NEW PRESENTATION

FORMATTING TEXT

FORMATTING SLIDES

ADDING OBJECTS TO SLIDES

USING MASTERS

SETTING UP A SLIDE SHOW

PRINTING A PRESENTATION

In this class students can expect to learn about new slides & layouts, changing slide layouts & themes, theme colors, fonts & effects, customizing, saving & deleting themes, background, format painter, shapes, resizing & moving shapes, changing color & dimension of a shape, adding text to a shape, organization charts, smart art, creating charts/graphs & entering data, importing tables for word, slide transitions, transition effects & sounds, slide timing, previewing a slide transition, hiding slides, text effect, custom animation, effect options, printing slides, notes, handouts & outlines, and much, much more....



Name _____

Company _____

Address _____

Phone _____

Method of Payment
 Bill my SBE Account MasterCard
 Check Enclosed Visa

Credit Card # _____ Exp. date _____

Signature _____

Attendees:

REGISTRATION / CANCELLATION POLICIES

Non-Members MUST pay in advance to reserve their space(s).
 All registration is on a 1st come 1st serve basis until the seminar is full.
 Late cancellation fees will be billed at 50% of the seminar price. No shows will be billed full seminar price.
 To avoid being billed you must cancel no later than 5 business days prior to training by 5:00PM.
LATE CANCELLATIONS = NO REFUNDS ~ NO CREDITS ~ NO ROLLING FORWARD ~ NO EXCEPTIONS.
 The SBE Training Center reserves the right to cancel class due to low enrollment.

To be removed from our contact list, please call 222-1917 or e-mail removeme@shastabe.com