

PowerPoint

2012



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

WHEN:

October 24, 2012

WHERE:

SBE Training Center

TIME:

1:00 PM—5:00 PM

COST:

SBE Members—\$55.00

Assoc. & Prof. Members—\$65.00

Non-Members—\$75.00

Register by October 9th and SAVE \$10



*There will not be technical computer support available for troubleshooting personal laptop settings and configurations. There are a limited number of **laptops** available

for rent on a first come first serve basis for only \$10.

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....



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

Contact Name _____ Attendee _____

Company _____ Attendee _____

Phone _____ Attendee _____

Email _____ Attendee _____

Method of Payment

Bill my SBE Account Check Enclosed MasterCard Visa

Credit Card # _____ Exp. date _____ Billing Street Address _____

Signature _____ CVV Code _____ Billing City, State and Zip _____



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