THE SCHOOL OF ADAPTIVE COMPUTER TRAINING

*To enhance the computer technical skills and marketability of
people with disabilities and others affected by the digital divide.*

Microsoft Office Application Training
Introductory Microsoft PowerPoint for the Workplace

Class Description:

The successful student will learn the basic functions of PowerPoint including using templates to create PowerPoint slides, formatting slides, adding text to slides, inserting slides, and creating a slide show presentation.

Enroll now for classes beginning:

2021
September 20

2021
November 15

SCHEDULE
10 hours of training in 1 week.
Monday — Friday
1:30 p.m. — 3:30 p.m.
Available online or in-person

Program Description:

This class is part of a series designed for students with minimal computer experience. Each class will feature training in one key application of the Microsoft Office Suite including a class for each of the following: Word, Excel, and PowerPoint. These classes are designed to be taken independently of each other. The student may begin with any class in the series and may take the classes in any order.

Led by Experienced MOS Specialist Master Instructor

Topics Covered
>> Microsoft Windows 10
>> Creating PowerPoint Slides
>> Using Templates
>> Formatting Slides
>> Adding Text
>> Inserting Slides
>> Creating a Slide Show

Expected Student Outcomes
>> Learn how to create a presentation in PowerPoint 2019
>> Demonstrate Excellent Attendance and Punctuality

It's about employment and independence for people with disabilities. The rest is technology.

The School of Adaptive Computer Training | A program of Cerebral Palsy Research Foundation of Kansas, Inc.
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