



PowerPoint

Labette Community College is offering a "Microcomputer Applications I: PowerPoint" course which will help students to plan and create an effective presentation using **MS PowerPoint 2007**. The following topics will be covered:

- * Creating a PowerPoint presentation
- * Adding color, graphics, tables and charts to a presentation
- * Adding transition effects and applying slide transition and timing to a presentation
- * Printing presentations in slide view, handout view, or outline view

A presentation project will be completed in class and include such skills such as choosing the right layout and design, editing, and adding headers and footers.

- Location: M308, Main Building, Parsons campus
- When: Thursdays, May 6 through June 3, 2010 from 6:00-9:00 p.m.
- Instructor: Bonnie Mozingo, Information Technology Consultant
- Cost (In-state): \$75 plus \$10 material fee (Recommended textbook PowerPoint 2007 for Dummies is approximately \$24)
- Enrollment: Contact Carol Rabig at 620.820.1273 or 1.888.523.3883, ext. 1273
Refer to Course OTEC 103, Line #00003 - 1 credit hour

*Labette County Seniors (60 & over), employees of those with CTE agreements (city, county, and state) and LCC employees may take CREDIT courses and pay only material fees and textbook fees! This does not apply toward NONCREDIT Workshops.



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