Course Title: PowerPoint Tips & Tricks
Course Code: WSP 50
Instructor: Maria Pribyl
Day: Saturday, February 20, 2016
Time: 10:00 am - 4:00 pm

Grade Options and Requirements:
• Due to its short format, this workshop may not be taken for Credit or a Letter Grade

Tentative Outline:
• Storyboard your presentation with the Outlining feature
• Enhance your slides by applying a Design Theme
• Add pizzazz with Graphics (Pictures and Smart Art)
• Engage your audience by adding Slide Transitioning
• Learn Slide Show Presentation Navigation Tips
• Additional Productivity Keyboard Shortcuts