Course Title: PowerPoint Tips and Tricks
Course Code: WSP 50
Instructor: Maria Pribyl

Grade Options and Requirements:

- Due to its short format, this workshop may not be taken for Credit or a Letter Grade. The default option for this course is “NGR” (No Grade Requested).

Course Outline:

- Storyboard your presentation with the Outlining feature
- Manage your slides using the Slide Sorter View
- Enhance your slides by applying a Design Theme
- Add pizzazz with Graphics (Pictures and Smart Art)
- Designing PowerPoint Tables (Standard or Customized Tables)
- Engage your audience by adding Slide Transitioning
- Learn Slide Show Presentation Navigation Tips
- Present PowerPoint Design Guidelines
- Additional Productivity Keyboard Shortcuts

Please contact the Stanford Continuing Studies office with any questions
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