

**NATIONAL INDIAN PROGRAMS TRAINING CENTER  
1011 Indian School Road NW, 2<sup>nd</sup> Floor  
Albuquerque, New Mexico 87104**

**MICROSOFT POWERPOINT 2007 LEVELS 1& 2**

Date: March 2-3, 2010

Target

Audience: Employees who are interested in learning the fundamentals and gain the skills necessary for advanced presentation delivery of a PowerPoint presentation.

Course

Description: This course will introduce the basic skills necessary for effective electronic presentations. Students will also learn to enhance a presentation with features that will transform it into a powerful means of communication.

Learning

Objectives: -Create a presentation  
-Format text and add graphics  
-Modify objects; add tables and graphs  
-Add special effects  
-Deliver a presentation

Time: 8:00am – 4:00pm each day

Tuition: \$140

To

Register: Please fax a registration form to 505 563-5076. Supervisory approval and government charge card information are required.