Microsoft Word & Powerpoint

Who Should Attend?
The workshops are open to all Campus and Med Center staff, supervisors, and managers.

Date: February 20

Microsoft Word
8:30 am – 12:00 pm

Microsoft Powerpoint
1:00 pm – 4:30 pm

Fee: $70 per workshop

Location:
Laurel Heights
Regent's Room
(sublevel)

Register Now:
Log into the UC Learning Center at
https://learningcenter.ucsfmedicalcenter.org/

In the Search Box enter:

Word Half Day
PowerPoint Half Day

For Questions contact:
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Cheryl.huddleston@ucsf.edu

Microsoft Word Workshop
This (half-day) workshop provides time-saving techniques to better format documents, use Macros and collaborate within Word.

Key topics covered:
- Document formatting: Navigation and formatting tips, shortcuts, formatting styles, working with headers and footers, and using bookmarks and hyperlinks.
- Data presentation: Creating tables, charts, and diagrams from within Word, as well as importing them from other applications such as Excel. Using pictures and clip art. Automatically generating a table of contents and indexes.
- Collaboration: Enabling multiple users to review and edit documents. Sending documents for review. Merging changed documents. Tracking changes, reviewing changes, and accepting or rejecting changes.
- Efficiency: Using templates and styles to repurpose documents, and to set standards and ensure consistency. Covers use of Macros to speed up workflow.

Microsoft PowerPoint Workshop
This (half-day) workshop provides powerful techniques to format presentations, convey information in an engaging way, and collaborate with others more effectively. Provides understanding of PowerPoint features - beginner through advanced - and enhance productivity.

Key topics covered:
- Formulating presentation: Learn more about how to format presentations and utilize Master slides and templates.
- Data presentation: Creating tables, charts, and diagrams from within PowerPoint, as well as importing them from other applications such as Excel and Word.
- Multimedia and self-running presentations: Using images, sound, video, animation, and transitions to create powerful presentations that can be delivered live, or packaged as self-running presentations.
- Efficiency: Learning numerous shortcuts and tips that can be applied to daily work.