

# Microsoft PowerPoint Workshops

## Who Should Attend?

The workshops are open to all UCSF staff, supervisors, and managers.

**Date:** February 9

## PowerPoint Intermediate

8:30 am – 12:00 pm

## PowerPoint Advanced

1:00-4:30pm

**Fee: \$70 per workshop**

## Location:

Laurel Heights  
3333 California St.  
Room 307

## Register Now:

Log in the [UC Learning Center](#)

In the Search Box enter:

PowerPoint Half-Day

For Questions contact:

LearningandDevelopment@ucsf.edu

## Microsoft PowerPoint Intermediate (8:30-12:00pm)

In this half-day workshop, you will learn powerful techniques to better manipulate and format presentations, convey information in an engaging way, and collaborate with others more effectively. This course is a combination of instructor-led demos and hands-on training. It will provide understanding of the features of PowerPoint – beginner through intermediate and will include productivity techniques that can be used on a daily basis. In addition, you will learn to create a compelling presentation that will engage and motivate an audience.

### Key topics covered:

- PowerPoint Introduction: The ribbon, the use of PowerPoint, basic tips about presenting.
- PowerPoint Basics: Creating presentations, adding slides, working with slide layouts, changing fonts and colors.
- Drawing objects and shapes
- Using SmartArt to convey information quickly and visually
- Using Charts and Graphs
- Creating Tables in PowerPoint

## Microsoft PowerPoint Advanced (1:00-4:30pm)

With PowerPoint's style, multimedia and animation features, you will be able to develop powerful, informative, inspiring and professional presentations. This workshop will help you build proficiency in PowerPoint, and the necessary knowledge to create more compelling presentations. Build on your basic understanding of the program using practical, hands-on exercises.

### Key topics covered:

- Basic Tips and Tricks
- Create Slide Master for more consistent formatting
- Use Themes and Templates to make presentations faster and collaboration easier
- Hold your audience's attention by adding video and audio clips
- Add motion to your slides by animating text and graphics
- Configure interactive action buttons
- Create custom slide shows
- Distribute a presentation through email, CD or as a webpage

\*\* Each participant is responsible for cancelling his/her registration in the UC Learning Center before the cancellation date reflected in the course details. Not doing so will result in paying for the full cost of the class. This applies to both late cancellation and not showing up without cancellation.