

# UCLA Administration: Organizational Effectiveness & Development's H&H Career Pathing Technology Learning Program

## Microsoft PowerPoint Course – Winter/Spring 2020

### Description

This course will help team members learn the various methods of creating a Microsoft PowerPoint presentation using ClipArt, AutoShapes, WordArt, and text editing methods.

Other features include: adding organization charts, tables, the Microsoft Graph program to create a custom chart, methods for inserting existing Microsoft Excel charts onto slides and adding slide transitions, custom animation and presentation tools.

### Overview

**Instructor:** Brenda Garland

**Total Classes:** 8 Meetings

**Days:** Wednesdays (Starts February 19<sup>th</sup>)

**Time:** 9:00am – 11:00am

**Location:** [Covel Commons – Conference Room L-21](#)

### Requirements

- Must complete typing assessment at 20 WPM with 80% accuracy.
- Must receive direct supervisor/manager approval to participate.

Program Schedule	
Date	Class Topic
January 29 <sup>th</sup> February 5 <sup>th</sup>	Program Typing Assessment
February 19 <sup>th</sup>	Introduction to the PowerPoint Environment
February 26 <sup>th</sup>	Developing a PowerPoint Presentation
March 11 <sup>th</sup>	Performing Advanced Text Editing
March 25 <sup>th</sup>	Adding Graphical Elements to the Presentation
April 8 <sup>th</sup>	Modifying Objects in the Presentation
April 22 <sup>nd</sup>	Adding Tables & Charts
May 6 <sup>th</sup>	Applying Transitions & Animations
May 20 <sup>th</sup>	Delivering Final Presentation