



SOLANO
EMPLOYMENT
CONNECTION

FREE

Introduction to Microsoft PowerPoint 2003

Learn how to create a simple, effective slide show presentation using Microsoft PowerPoint. This beginning class will cover all of the basics including adding clip art and shapes to your slides, editing text, using the efficient outline mode to brainstorm your ideas, and using a professionally-created template to add the final touch. Participants will also learn how to easily save their slides to a CD for distribution. If requested, the instructor can also show participants how to use their specific model of projector and laptop to show a presentation.

*Brought to you by the
Solano Employment Connection and the
Vallejo Adult School.*

**Call to leave your name, telephone
number, with title and location of class at:**

Phone: 707-863-3547

(Your name will be added to the list.
Reminder calls will be made prior to the event)

**September 16th & 17th ,
2010**

9:15am to 3:15pm

Location: SEC One-Stop at 1440 Marin Street, Vallejo

bring in your own hardcopy photo's - no cd's, diskettes or flash-drives)