



POWERPOINT BOOST

FLEXIBLE
delivery

Schedule your learning to accommodate family and work priorities.

Develop skills to work in an office setting

PowerPoint Boost is a **FREE program** that will help you gain confidence and skills in preparing presentations for employment and postsecondary.

This **FREE program** is available to individuals 18 years of age or older who meet the eligibility requirements.

SKILLS DEVELOPMENT:

- Create professional looking PowerPoint presentations and slide shows using a variety of tools and design techniques.
- Learn how to use templates, textboxes, charts and tables.
- Explore transitions and timing.
- Learn how to use the Slide Master function.

Interested in exploring skills to work in an office setting? Consider Introduction to Office Administration.

FOR MORE INFORMATION OR TO REGISTER

Contact the Muskoka Campus:
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