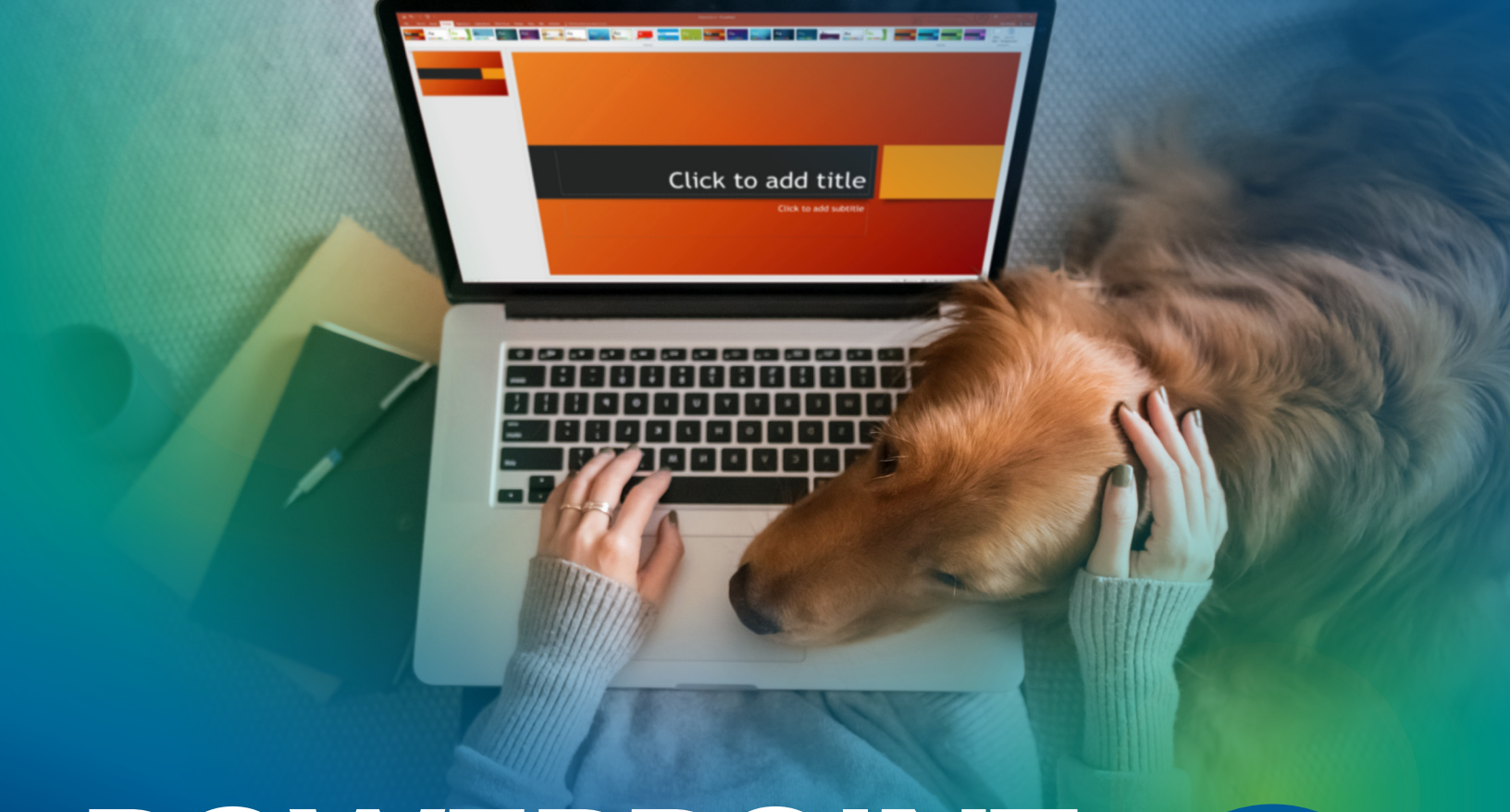


POWERPOINT BOOST

HYBRID DELIVERY
Work at your own pace with one-to-one support from faculty.

FREE program

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.

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

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.

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

FOR MORE INFORMATION OR TO REGISTER

Contact the South Georgian Bay location:
249.882.0018
acpsouthgeorgianbay@georgiancollege.ca
GeorgianCollege.ca/acp

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