## Session Summary:
In this session, we will create a basic presentation using pictures, tables, charts, shapes, SmartArt, and different layouts.

## Intended Audience:
Staff or Faculty

## Duration:
2.0 Hours  **Format:** Presentation and Hands-On Activities

## Prerequisites:
Basic understanding of Microsoft PowerPoint 2010® features and functions

## Objectives:
We will cover:

- Themes
- Indents & Spacing
- Tables & Charts
- Pictures & Shapes
- SmartArt
- Transitions
- Printing Options

## Class Information:
For class scheduling information, please check the Campus Training website at:
http://www.csub.edu/training

## Registration Information:
For registration, please use the Campus Training Online Registration at:
https://pstraining.csub.edu.

## For More Information:
Contact Tammara Sherman at 661-654-6919 or tsherman@csub.edu.