

# Essential Skills for Employment

## Next-Steps Riverdale Intro to MS PowerPoint

### Registration Dates:

January 11 & 18, 2019 10:00 am

### Where: Next-Steps Employment Centre

\*workshop delivered by TDSB Essential Skills Upgrading program

1000 Gerrard St. E. (Gerrard Sq. Mall)

2nd Floor 416-396-2313

### When: Jan 24 – Feb 15, 2019

Thurs/Fri, 9:30 am - 12:00 pm



\*Clients MUST call to book registration before attending workshop

### Learn how to:

- create a presentation using **Microsoft PowerPoint®**
- edit and format slides
- use transitions and animations
- apply themes
- add images, video and audio
- give effective presentations

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