

# Essential Skills for Employment

## Lesmill TESS FREE Intro to MS PowerPoint®

**Registration Dates:** April 3 & 15, 2019 at 10:00am

**Where:** Lesmill Employment & Social Services

\*workshop delivered by TDSB Essential Skills Upgrading program

**20 Lesmill Road, Toronto**

**416-392-4107**

**When:** April 29 – May 23\*\*, 2019

**Mon/Wed, 9:30 am - 12:00 pm**

**\*Clients MUST register before attending workshop**



**\*\*May 20, 2019 is a holiday- makeup class on May 23, 2019**

### 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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