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# PowerPoint Shortcuts & Tips

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*This class is intended for everyone who has recent experience using PowerPoint or has taken our PowerPoint class*

## **Instructor**

Kimberly Tash  
kimberlyt@conejoadulted.org

## **School Phone**

805-497-2761

## **Class Dates**

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## **Room Location**

Room 7B

## **Overview:**

You already know the basics of PowerPoint. Take your skills to a professional level by discovering the full capabilities of this incredible presentation application with the advanced tips, tricks, and shortcuts presented in this class.

## **Class Resources and Recommended Books:**

Learning materials and a list of shortcuts will be provided by your instructor

## **Bring These Items to Class Daily:**

- Pen or Pencil, note pad, flash drive

## **Instructional Procedure:**

The instructor will lecture while demonstrating various PowerPoint techniques on a large screen at the front of the room. Students will follow along on their own classroom computer. Students may ask questions throughout the course.

## Class Topics

- The Selection Pane
- Time-Saving Keyboard Shortcuts
- Create and Combine Shapes
- Customize ClipArt
- Add Audio Across Slides
- Creative Animation Techniques
- Convert SmartArt to Shapes
- Generate Text Placeholders
- Interactive Textboxes
- Align and Distribute Techniques
- Guides and Gridlines
- And More!