



Microsoft 365 PowerPoint

Course Overview

\$218

PowerPoint is more than just slides. It's your key to delivering impactful presentations with ease. Whether you're a novice or looking to brush up on your skills, this course is designed to equip you with the essential tools and techniques to become a PowerPoint professional in no time.

Upon successful completion of this course, the student will be able to:

- Create and save PowerPoint presentations
- Use PowerPoint help features
- Build, lay out, edit, view, and navigate presentations
- Format characters, paragraphs, and text boxes
- Insert images, shapes, and WordArt
- Edit, format, group, arrange, and animate objects
- Create and format tables or insert tables from other Microsoft 365 applications

Text book:

Course materials are provided.

Ready to Register?

Request for [Registration Online Form](#);
and/or [Sponsor an Employee Form](#)

FOR MORE INFORMATION:

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7 Hours - Offered In-Person

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2025F CEMA 150

October 17, 2025

Friday | 8:30am - 4:00pm

Registration recommended by

October 9, 2025

Did you know?

As long as you are enrolled in classes at CNC you will receive free access to MSOffice 365 ProPlus.

Please register before the recommended date as courses under-enrolled as of this date may be cancelled. Registrations after this date will be accepted if space is available.



College of
New Caledonia