



INTRO TO POWERPOINT CLASS

This class is designed to introduce you to Microsoft PowerPoint, a multimedia presentation application. It covers an introduction to the application and how to perform common tasks through the use of menus and toolbars.

Microsoft PowerPoint is a virtual version of a slide show projector. PowerPoint allows you to organize, illustrate, and present your ideas in a multimedia presentation.

The class is free of charge and designed for all library users *new* to personal computing.



CLASS INFORMATION

- WHEN:** Weekdays, weeknights, and weekend classes are available. Check at the Technology Hub for available times.
- WHERE:** The Hoover Public Library Training Center (Administrative level)
- LENGTH:** Approximately 3 hours including a break
- WHO:** Children under the age of 12 must be accompanied by an adult and must be able to read.

**Class size is limited. Reservations required.
Sign up at the Technology Hub or call 444-7747.**

