



# Hoover Public Library Computer Classes

## Basics of Microsoft *PowerPoint*

### PREREQUISITES:

- Intro. to Personal Computing
- Basic Word, Parts 1 & 2

This class introduces patrons 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.

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

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

This class covers the use of clipart, WordArt, charts and graphs, slide templates and presentation options.

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

***Basics of Microsoft PowerPoint*** is a two-part class.  
In order to get the most out of this class, sure to sign up for **both** parts.

### CLASS INFORMATION

**WHEN:** Weekdays, weeknights, and weekend classes when available.  
Check at the Technology Hub for available times.

**WHERE:** The Hoover Public Library Training Center (Administrative level)

**LENGTH:** Each class meeting is 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.