

***Become more efficient in your office: The best ways to use Power Point for impressive presentations***



**By the end of this course you will:**

- Understand how powerful Microsoft PowerPoint can be when used correctly to do presentations, trainings and lectures
- Learn how to use slides, add pictures, videos, links and animation
- Know the best way to present slides by using the appropriate font sizes, colors and a balance of images content and discussions
- Observe how PowerPoint is a tool to complement your presentation, not replace it, by sharing helpful tips on how to become a better presenter

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