

**College for Seniors
Instructor Training and Support
Beginning PowerPoint**

Monday, June 3, 9:30 a.m. – 12 noon – Part 1 and

Thursday, June 6, 9:30 a.m. – 12:00 noon – Part 2

Instructors: Marty Stickle and Margaret Davis

This hands-on session is designed for those who are new to or relatively inexperienced in using PowerPoint. You will learn the basic design elements and techniques of constructing power point presentations for your College for Seniors course and have an opportunity to create slides in class.

If you have a Mac or PC laptop or tablet with PowerPoint installed, bring it. OLLI has a limited number of PC laptops for those who can't bring one. Bring a flash drive with you to class.

Between this class and the one on Thursday, you should practice the techniques learned and bring a PowerPoint presentation that you created to Part 2 for critique and assistance.



Advanced PowerPoint Techniques

Monday, June 3, 1 p.m. – 3 p.m. - Part 1 and

Thursday, June 6, 1 p.m.– 3 p.m. – Part 2

Instructors: Margaret Davis and Marty Stickle

This course assumes that you have a working knowledge of the basics of creating a PowerPoint presentation. We will cover embedding audio and video into your presentation, downloading You Tubes, clipping and converting DVDs and using the trim function.

If you have a Mac or PC laptop or tablet with PowerPoint installed, bring it. OLLI has a limited number of PC laptops for those who can't bring one. Bring a flash drive with you to the class.

Between this class and the one on Thursday, you should practice the techniques learned and bring a PowerPoint presentation that you created to Part 2 for critique and assistance.

Getting to Know Keynote

The Mac Alternative to Powerpoint

Monday, June 3, 9:30 a.m. – 12 noon – Part 1 and

Thursday, June 6, 9:30 a.m. – 12:00 noon – Part 2

Instructor: Mike Kegan

A short hands-on introduction to **KEYNOTE** for those instructors who have an **APPLE** computer and this free apple software. With Keynote you will be able to easily prepare a presentation for your course. The workshop, with active examples, will cover:

- the KEYNOTE interface
- the types of slides available
- animation effects
- embedding video into a slide (avoids lost class time trying to go to the internet to show a video)
- use of the keynote remote on iPad or iPhone which adds additional functionality for an interactive presentation

Please bring you Apple computer to the session and a flash drive. After the Monday session, the Thursday session will allow us to review the techniques that you practiced and address any questions that you have.

Michael Kegan has been using Keynote to prepare his slides for the Beginning French course at OLLI, and is happy to share his experience with this excellent presentation software.

Register HERE
[**https://tinyurl.com/cfsGAPjune2019**](https://tinyurl.com/cfsGAPjune2019)