

Human Resources Training Committee
Spring 2011
Professional Development Seminar Series



“PowerPoint Basics 2010”

Pre-requisite: Basic computing skills, knowledge of the Microsoft Office environment.

Program: This workshop introduces the skills necessary to create a basic PowerPoint presentation using standard design methods. We will insert graphics, learn how to modify the slide master, and add transitions and animations. Additional topics will be covered if time allows.

Presenter: Roberta Sibulkin, Staff Associate/Technical Training & Support
Worcester State University

Dates: Thursday May 19, 2011.

Time: 12:30-3:30 p.m.

Place: Worcester State University – Sullivan Building – room S206 (second floor).

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REGISTRATION FORM

“POWERPOINT 2010”

Complete and return to: Human Resources Office at your institution by noon on Thursday, May 12, 2011.

Space is limited to 15 participants. Enrollment will be confirmed. **Please do not attend unless you have received a confirmation.**

PLEASE INCLUDE YOUR E-MAIL ADDRESS: _____

YOUR E-MAIL ADDRESS IS REQUIRED IN ORDER FOR YOU TO RECEIVE A VISITOR'S PARKING PERMIT.

Name: _____

Title: _____

Email: _____

Dept.: _____

Phone/Ext.: _____

Supervisor's Signature: _____