

College for Seniors Instructor Support plans hands-on training workshops for instructors who would like (almost) one-on-one attention to specific skills. In December, we are offering three sessions with a focus on PowerPoint use.

Monday - December 3

10 a.m – noon: Advanced PowerPoint Techniques – Margaret Davis

This workshop 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 YouTube videos, 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 workshop.

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

Monday - December 3

1 - 4 p.m.: Beginning PowerPoint – Marty Stickle and Judith Bliss

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 the workshop.

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

Thursday, December 6

1 - 4 p.m.: PowerPoint Clinic – Marty Stickle, Judith Bliss and Margaret Davis

Bring a copy of your PowerPoint presentations and have our "Doctors" diagnose it for you. They will provide prescriptions for improving your visuals and help solve your problems. They won't teach you how to do your PowerPoint, they will help you with any problems, issues you may have and make it better.

In addition both the beginner and the advanced group from Monday's classes will bring their given assignment to construct a PowerPoint presentation based on what they learned to this class for a critique and additional assistance.

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 workshop.