

CBOT 457 Using PowerPoint in Business

CBOT 457 USING POWERPOINT IN BUSINESS

Learn to create and edit presentations; insert pictures, charts, tables, and SmartArt Graphics; create and customize themes; prepare for slide show delivery; customize images; use Slide Master; work with advanced animation, hyperlinks, and action buttons; and integrate contents from other sources. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

Units: 2

Hours/semester: 32-36 Lecture; 64-72 Homework

Transfer Credit: CSU

