

Rick Scott  
GOVERNOR

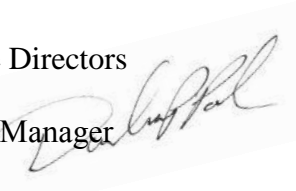


Cissy Proctor  
EXECUTIVE DIRECTOR

## MEMORANDUM

**DATE:** February 19, 2018

**TO:** Local Workforce Development Boards (LWDB) Executive Directors

**FROM:** Daniel P'Pool, Workforce Services Research and Training Manager 

**SUBJECT:** Microsoft PowerPoint 2016 Training

In response to requests received from several LWDBs, the Florida Department of Economic Opportunity (DEO) is offering two Microsoft PowerPoint 2016 training. Interested learners may register for one or both webinars.

**Lesson One:** This lesson will be conducted online on February 22, 2018, from 10:00 to 11:00 a.m. EST. To register for the first online lesson, go to <https://attendee.gototraining.com/r/7036551549981683201>. This lesson will focus on Microsoft PowerPoint basics. Topics include:

- Opening Microsoft PowerPoint 2016.
- Selecting an ongoing project or a new template.
- Tricks of the template slides.
- Quick Access Toolbar.
- Tricks and tips of the Ribbon.

**Lesson Two:** This lesson will be a continuation of the Microsoft PowerPoint 2016. The lesson will be conducted on March 1, 2018, from 10:00 to 11:00 a.m. EST. To register for the second online lesson, go to <https://attendee.gototraining.com/r/5162183291786410497>. Topics include:

- SMART Art.
- Using shapes in your PowerPoint.
- Creating a new slide.
- Aligning text.
- Using pictures.

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Once staff register, they will receive a follow up email with the web address of the live training lessons. Audio will be provided through their computer. Please ensure speakers or headphones are in working order before the session begins. If you have any questions, please email Erica Liem at [Erica.Liem@deo.myflorida.com](mailto:Erica.Liem@deo.myflorida.com).

DWP/oel

cc: Taylor Hatch  
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LWDA Training Coordinators