

Have you ever needed to make a presentation?

Would you like to enhance your presentations?

Ever wondered how to get your information across in a new and exciting way?

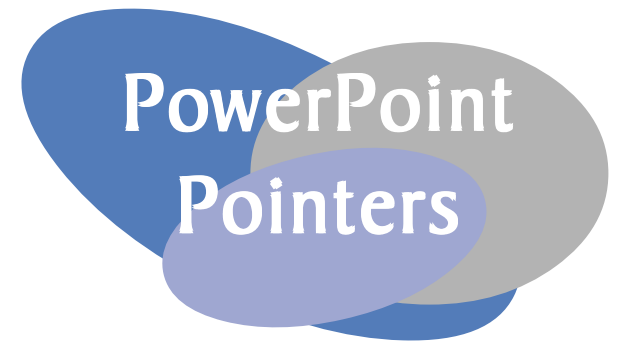
Want to bring your presentations to life and get away from the old and begin with the new?

This workshop will teach you how to enhance your presentations by using PowerPoint.

Who can benefit from this workshop?

- ✓ Business Partners
- ✓ Career and Technology Instructors
- ✓ Counselors
- ✓ School Administrators
- ✓ Any one else who wants to get a basic grasp of PowerPoint

Upper Rio Grande Tech-Prep
and Youth Consortium
6611 Boeing Drive
El Paso, TX 79925



Wednesday, December 19, 2001
At Region 19 ESC
Computer Labs

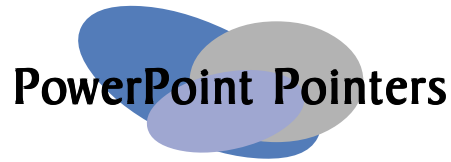
Presented By:
Dahlia Acosta
1st Session 9:00-11:30am
2nd Session 1:00-3:30pm

This workshop is worth
2.5 SBEC CPE clock hours

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UPPER RIO GRANDE TECH-PREP
AND YOUTH CONSORTIUM



www.careersprep.com



PowerPoint Pointers

This presentation is intended for the beginning PowerPoint user

Topics to be presented:

- ✓ Tips for designing a presentation
- ✓ Selecting proper layout
- ✓ Creating a slide
- ✓ Inserting clip art
- ✓ Applying transitions
- ✓ Applying animation
- ✓ Adding sound
- ✓ Using different views for slide creation
- ✓ Editing slides

And much, much more...

Dahlia Acosta is currently employed as an administrative procedures cooperative education instructor in the Socorro Independent School District for the last 10 years. She is a graduate of UTEP with a Bachelor's Degree in Business Administration. She has been a sponsor of Business Professionals of America for the last 10 years and is currently serving on the Board of Directors for the state of Texas. Prior to serving as a teacher for SISD she was in the Mortgage Banking industry for 14 years.

When: Wednesday, December 19, 2001

Time: 1st session 9:00-11:30am
2nd session 1:00-3:30pm

Where: Region 19 ESC
Computer Labs

BOTH SESSIONS ARE LIMITED TO THE FIRST 15 REGISTRANTS

Please register for one (1) session only

FREE OF CHARGE

Please Pre-register by:
Monday, December 17, 2001

For registration information call the
Region 19 Events Management at:
(915) 780-5036/5054

Register by mailing or faxing
the attached form to:

Region 19 ESC
Events Management
6611 Boeing Drive
El Paso, TX 79925

or

(915) 780-5034

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Computer Labs
6611 Boeing Dr.
El Paso, TX 79925

PowerPoint Pointers

Wednesday, December 19, 2001

1st Session 2nd Session

Please choose only one session

Sessions are limited to the first 15 registrants, so register early!

Please Pre-register by: Monday, December 17, 2001

Last Name: _____ First Name: _____ Home Phone: _____

Home Address: _____ City: _____ State: _____ Zip: _____

School District: _____ Campus: _____ Campus Phone: _____

E-Mail address: _____ Position: _____

***Note:** This workshop is worth 2.5 SBEC CPE credits

Please mail or fax this form to Region 19 Events Management
6611 Boeing Drive El Paso, TX 79925 **OR** (915) 780-5034