

- ▶ Are you frequently asked to create PowerPoint slides?
- ▶ Have you been frustrated by unhelpful tutorials or books?
- ▶ Do you work under challenging deadlines?
- ▶ Have you been upgraded to the new version of MS Office?
- ▶ Do you wish working in PowerPoint could be easier?
- ▶ **If you answered "Yes!", then eSlide PowerPoint Training is for you!**

Our 1-hour Top 10 Tips training session goes beyond basic "How to Use PowerPoint". We share true PowerPoint shortcuts, formatting techniques and strategies for success used everyday by our staff of PowerPoint Design Specialists. Our training empowers you to use PowerPoint more quickly and more easily than ever before.

- ▶ **In the Top 10 Tips session we explain:**

1 ⋮ Quick Access Toolbar

2 ⋮ Guides & Alignment Tools

3 ⋮ Group to Resize Uniformly

4 ⋮ Keyboard Shortcuts

5 ⋮ Changing Shapes

6 ⋮ Compressing Photos in PPT

7 ⋮ Animation Fun

8 ⋮ Keep Source Formatting

9 ⋮ Text Paste Options

10 ⋮ B&W Mode and Color

- ▶ eSlide can conduct PowerPoint training sessions in person, or online for your convenience. You can join a regularly-scheduled open session, or we can arrange a private session for your organization. eSlide PowerPoint training is ideal for large or small groups and can be held at our Manhattan headquarters, at your location, or remotely via webinar.

**Call or Email Today for More Information!**  
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