

Lunch & Learn Technology Training Program

February 2019				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
				Slide Layouts 12:00pm
4	5	6	7	8
Inserting Graphics 12:00pm		Inserting Smart Art 12:00pm		Inserting Videos 12:00pm
11	12	13	14	15
Inserting Audio 12:00pm		Working with Themes 12:00pm		Working with Templates 12:00pm
18	19	20	21	22
College Closed		Working with Transitions 12:00pm		Working with Animations 12:00pm
25	26	27	28	
Conducting a Presentation (Slideshow) 12:00pm		Printing a Presentation 12:00pm		