

# Lunch & Learn Technology Training Program

## October 2019 - PowerPoint

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
<u>Slide Layouts</u> 12:00pm		<u>Inserting Graphics &amp; Smart Art</u> 12:00pm		<u>Working with Transitions &amp; Animations</u> 12:00pm
28	29	30	31	
<u>Inserting Audio &amp; Video</u> 12:00pm		<u>Conducting a Presentation (Slideshow)</u> 12:00pm		