

Hours per week: 4

Graduation Requirement: BBA & Diploma - Required

**Professors**

<b>Name</b>	<b>Phone number</b>	<b>Office</b>	<b>Email</b>
Dan Allen	762-5445 #4378	Kelowna: B216H	<a href="mailto:dallen@okanagan.bc.ca">dallen@okanagan.bc.ca</a>
Pam Nelson			

**Course Objectives (con't)**

**Performance Skills for Microsoft PowerPoint**

- Create a presentation using slide view, outline view, and templates
- Insert, modify, and format text, graphics, audio, and video on slides
- Apply built-in and custom animation, transition, and other special effects
- Prepare presentation materials for delivery, including notes pages and handouts
- Present a professional PowerPoint presentation



