



# 25-MINUTE TECH SHOT

Room: L2.72.09NB

## Basics of PowerPoint

Date: Mon, Sept 25<sup>th</sup>, 2017  
Time: 11:00AM – 11:25AM

## Make a Flyer Using PowerPoint

Date: Tue, Sept 26<sup>th</sup>, 2017  
Time: 10:00AM – 10:25AM

## Make a Brochure Using Word

Date: Tue, Oct 17<sup>th</sup>, 2017  
Time: 10:00AM – 10:25AM

## Basics of Photoshop

Date: Mon, Oct 23<sup>rd</sup>, 2017  
Time: 11:00AM – 11:25AM

## Edit a Picture Using Word

Date: Tue, Oct 31<sup>st</sup>, 2017  
Time: 10:00AM – 10:25AM

## Adding Extensions on Your Web Browsers

Date: Wed, Nov 15<sup>th</sup>, 2017  
Time: 2:00PM – 2:25PM

## Set Up a VM Machine

Date: Mon, Nov 27<sup>th</sup>, 2017  
Time: 11:00AM – 11:25AM



In PowerPoint learn to:  
Add Videos.  
Edit images.  
Add animations, etc.

In PowerPoint learn to:  
Quickly use a Template  
to create amazing flyers!

In Word learn to:  
Quickly use a Template  
to create wonderful  
Brochures!

In Photoshop learn to:  
Use basic tool.  
Edit Photos.  
Do's & don'ts, etc.

In Word learn to:  
Use features like  
brightness, contrast,  
sharpen/soften, crop,  
etc. to enhance your  
pictures.

In VM learn to:  
Setup a Virtual Machine.  
Free OS to use them  
with.

In Extensions learn to:  
Add Extensions for fun.

## CLSS

For more information, and  
to sign up please contact:

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