

## **WHAT IS POWERPOINT?**

- Discuss and Demo an Existing Presentation
- Discuss what makes an Effective Presentation

## **WINDOW LAYOUT**

- All Window Elements
- Ribbon
  - FILE tab and backstage view
  - Tabs & Groups
  - Quick Access Toolbar

## **VIEW MODES & VIEWING**

- Normal
  - Slide Tab / Outline Tab
  - Moving Between Slides
- Slide Sorter
- Note Pages
- Slide Show

## **VIEWING A PRESENTATION**

- Moving Between Slides
  - Keyboard
    - F5 / SHIFT + F5 / ESC
    - Black screen / white screen
  - Slide Show Toolbar
    - Arrows
    - Pointer Icon - Pen / Marker / Highlighter / Pen color
    - Slide Icon
    - Keep annotations

## **CREATE A PRESENTATION**

- Using installed templates
- Using on-line templates
- From Scratch

## **CREATE A PRESENTATION**

- Adding slides
- Slide Layouts
  - Title Slide
  - Title Only
  - Title and Content
    - Format bullet list
      - Promote & Demote
      - Rearrange
      - Columns
  - Two Content
  - Blank

## **SAVE A PRESENTATION**

- Save / Save As
- Compatibility mode

## **AUTOSHAPES**

- Add / Delete
- Format / Fill / Direction / Transparency
- Effects
- Add Text / Change Text direction
- Remove borders / fills

## **CLIPART / PICTURE / WORDART**

- Add Clipart / Delete Clipart
- Add Picture / Import picture
- From File
- Compression
- Add WordArt / Delete WordArt

## **SMARTART**

- Add / Delete / Size
- Different types
- Formatting
- Org Charts
  - Add / Delete shapes / Format
  - Move text into Org Chart

## **EDIT SLIDES**

- Move / Delete Slides
- Change Number formats
- Change Bullet formats
  - Use graphic image
- Format Painter
- Minimize File Size by Embedding Only the Characters in Use

## **ADVANCED FORMATTING**

- Themes
- Hide background Graphics
- Apply a background fill
- Adding Transitions to Slides
- Adding Automatic Timing
- Adding Sounds to Slides

## **SLIDE / TITLE MASTER**

- Change Font and Style to all
- Change Theme
- Add graphics to all slides

## **PRINTING**

- Printing Notes Pages
- Printing Handouts
- Printing Slides

## **PACKAGE FOR CD**

- How To Use The Package for CD feature
- With Or Without The Viewer Option