

Session Overview:

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1. Introduction to PowerPoint

2. Orientation to the PowerPoint Interface

- Menu toolbar
- Outline and Slide tabs pane
- Slide Pane
- Task Pane
- Notes Pane
- Drawing Toolbar
- View Buttons

3. PowerPoint Do's and Don't's

- Use as a visual aid.
- Keep it simple.
- Avoid more than three text slides in a row.
- Use all of your visual options.
- Organize your thoughts.

4. Creating a New Presentation

- File > New.
- Options in the Task Pane.

5. Slide

- Create a new slide.
- Select slide layout.
- Create your own layout.
- Use gridlines.

6. Text

- Edit text.
- Change text color.
- Change text direction.
- Add a title and bullet points.
- Add more text boxes using button on Drawing toolbar.

7. Word Art

- Create word art.
- Select a style, font, etc.
- Reposition and resize the Word Art.

Session Overview (continued):

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8. Inserting Photos

- Check file size and resolution.
- Browse for and insert photo.
- Resize photo.
- Crop photo.

9. Creating Graphics

- Graph
- Diagram
- Clip Art
- Photo
- Video Clip

10. Lines and Shapes

- Use Drawing toolbar to create lines and shapes.

11. Choosing a Design

- Format > Slide Design.
- Download from online.
- Slide Master.
- Design your own and apply it to your slides.

12. Slide Sorter

- Normal View, Slide Sorter View, Slide Show.
- Re-order slides.

13. Save Your Presentation

- Regular save
- Save for web
- Save for Moodle
- For download and print
- For viewing
- Location of Files

14. Print

- One slide per page
- Handouts: Various numbers of slides per page
- Notes pages: One slide per page, with notes in notes box
- Outline: Prints an outline of your presentation (no notes)