

**POWERPOINT
MINI-SEMINAR**

Sun City Summerlin Computer Club

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OVERVIEW

- ◆ TERMINOLOGY
- ◆ HOW TO CREATE A NEW PRESENTATION
- ◆ VIEWS
- ◆ SLIDES
- ◆ DRAW OBJECTS
- ◆ MANAGE OBJECTS
- ◆ FORMAL PRESENTATIONS
 - ▶ Slide Transitions in Slide Show
 - ▶ Custom Animation in Slide Show

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TERMINOLOGY

- ◆ PRESENTATION = FILE
- ◆ SLIDE = PAGE
- ◆ TEMPLATE = SLIDE LAYOUT
- ◆ INFORMAL PRESENTATION
 - Invitation, flyer, holiday letter, diagram, etc.
- ◆ FORMAL PRESENTATION
 - Business seminar, sales proposal, etc.

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HOW TO CREATE A NEW PRESENTATION

- ◆ **AUTOCONTENT WIZARD**
Suggested content and design
- ◆ **DESIGN TEMPLATE**
Suggested content and design
- ◆ **IMPORTED OUTLINE**
Outline imported from another application (i.e., WORD)
- ◆ **BLANK PRESENTATION**

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VIEWS

- ◆ **NORMAL**
- ◆ **SLIDE SORTER**
- ◆ **SLIDE SHOW**
- ◆ **NOTES PAGE**
- ◆ **OUTLINE**

HELPFUL HINT: Simultaneous views are available by showing or hiding the Outline and Slide tabs.

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SLIDES

- ◆ **CREATE**
 - ▶ Insert
 - ▶ New Slide
- ◆ **DUPLICATE**
 - ▶ Insert
 - ▶ Duplicate Slide
- ◆ **DELETE**
 - ▶ Edit
 - ▶ Delete Slide

DRAW OBJECTS

- ◆ **AUTOSHAPES** - WITH SIZING AND ADJUSTMENT HANDLES
- ◆ **LINE, ARROW, RECTANGLE, OVAL**
- ◆ **ADD (ATTACH) TEXT TO OBJECTS** - TEXT BOX, WORD ART
- ◆ **STYLES** - LINE, DASH, ARROW
- ◆ **COLOR** - FILL, LINE, FONT
- ◆ **SHADOW AND 3-D**

MANAGE OBJECTS

- ◆ **VIEW** (Guides)
- ◆ **FORMAT** (Colors and Lines, Size, Position, etc.)
- ◆ **DRAW:**
 - ▶ GROUP, UNGROUP, REGROUP
 - ▶ ORDER
 - ▶ ROTATE OR FLIP
 - ▶ FREE ROTATE
- ◆ **INSERT - PICTURE - CLIPART, ETC.**



HELPFUL HINT: Note the absence of margin settings in File Page Setup. There are no margins in PowerPoint.

**FORMAL PRESENTATIONS
SLIDE TRANSITIONS IN SLIDE SHOW**

- ◆ **SLIDE SHOW SET UP**
 - ▶ SHOW TYPE: Presented by a speaker (full screen)
 - ▶ SHOW SLIDES: All
 - ▶ ADVANCE SLIDES: Using timings, if present
- ◆ **SLIDE SHOW TRANSITION**
 - ▶ SELECT SLIDE (normal view, slide tab optional)
 - ▶ SLIDE TRANSITION
 - ▶ SELECT DESIRED:
 - TRANSITION
 - SPEED AND/OR SOUND
 - METHOD OF ADVANCEMENT (CLICK AND/OR AUTO)

**FORMAL PRESENTATIONS
CUSTOM ANIMATION IN SLIDE SHOW**

AFTER SELECTING AN ITEM:

◆ **ADD EFFECT**

- ▶ Entrance
- ▶ Emphasis
- ▶ Exit
- ▶ Motion Paths

◆ **EFFECT OPTIONS**

- ▶ Effect
 - Set Direction
 - Sound
 - After Animation
 - Animate Text
- ▶ Timing
 - Start
 - Delay
 - Speed
 - Repeat
- ▶ Text Animation
 - Group Text

**We are ALL students
We only differ in our
current level of learning**

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