

PowerPoint Fundamentals Outline

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Lew Martin Instructor

Anita Sterling Co-Instructor

1. Introduction

- a. Goals and guidelines
- b. The ribbon.
- c. Opening and saving a presentation.
- d. Entering text.
- e. Editing the presentation.

2. Slide Design

- a. Themes and layouts
- b. Inserting pictures
- c. More on editing the presentation: Reordering slides.

3. Animations, transitions

- a. Animating text
- b. Animating pictures (with or without text animation)

4. Videos

- a. Downloading videos.
- b. Inserting videos
- c. Editing videos within PowerPoint
- d. Inserting audio
- e. Compressing the PowerPoint file.

5. Audios

- a. Where to find, how to download and insert
- b. Saving a PowerPoint as a pdf.

Presenting the slide show

- a. Presenter view
- b. Advancing slides.
- c. Self-running shows

6. Creating a presentation

- a. Audio in PowerPoint
- b. Backgrounds and designs
- c. Changing design using the Slide Master Slide layout.

7. Editing Videos

- a. Bring the video in from YouTube
- b. Trim and edit online.
- c. Insert video with various run times.

8. Transition Morph and Zoom

9. Morph with text

10. PowerPoint Hacks

11. PowerPoint Hacks – Continued

12. Class project

13. Video in text