

PowerPoint Fundamentals Outline

Fall 2022

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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
 - d. Working with slide masters
 - e. Extra: Creating a template.
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. Final steps
 - a. Creating handouts
 - b. Saving a PowerPoint as a pdf

Presenting the slide show

 - a. Presenter view
 - b. Advancing slides
 - c. Self-running shows
6. If there is interest an extra class may consider topics such as:
 - a. Audio in PowerPoint
 - b. Changing design using the Slide Master Slide layout

Topics will be configured to meet the needs of class members.