

# PowerPoint Fundamentals Outline

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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 – Using Pictures
    - a. Getting pictures for your presentation.
    - 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.