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PowerPoint 101

Dr. Ronald Menold
ronald.menold@ucumberlands.edu



PowerPoint

- Number one presentation software in US
- Competitors
 - Open Office Impress
 - Libre Office Impress
 - Mostly compatible but not 100%
- PowerPoint 2019 is latest version
 - Includes some new presentation styles and transitions



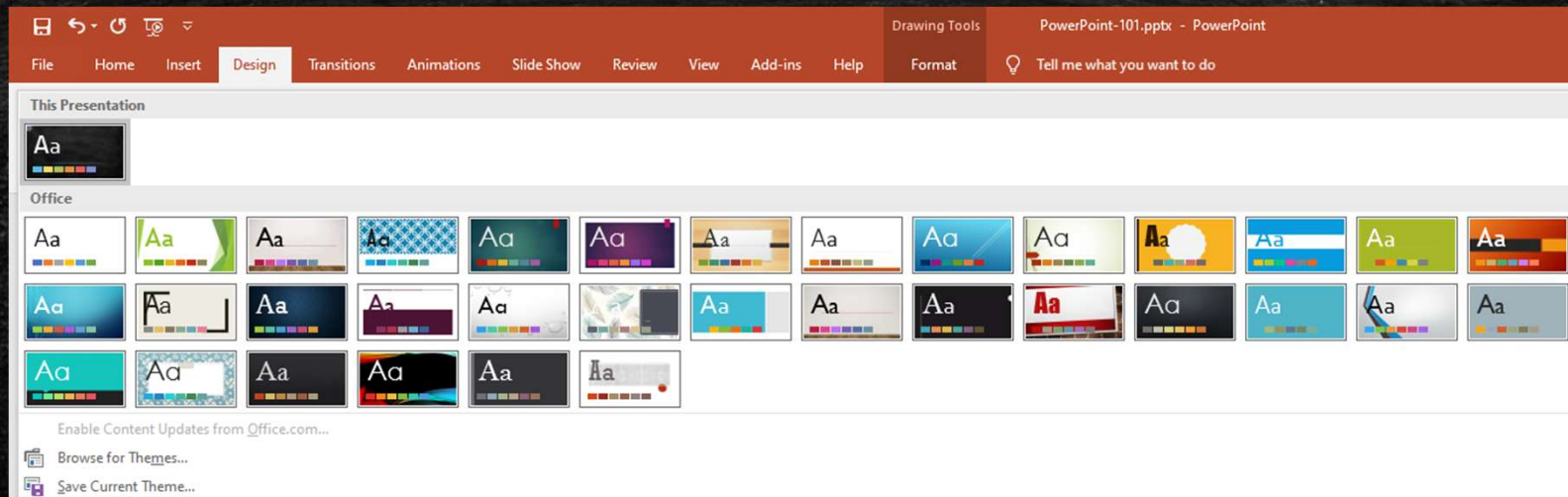
Sunday Assignment

- Sunday will be PowerPoint presentations by all six groups
- Will be graded as a group
- First grade will be on Actual PowerPoint Slide Deck
 - PowerPoint content
 - Transitions
 - Graphics
 - Animations
- Separate Grade will be on oral presentation using those slides
 - Can be one person or multiple people giving presentation
 - Needs to be smooth speech, mannerisms, and use of technology
 - Act as if you are giving this presentation to your CEO
 - Be convincing
 - The PowerPoint may be what you spent time creating but your oral presentation is what people will focus on more



Themes

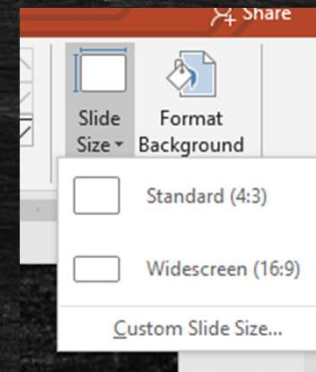
- Themes
 - Built-in and online
 - Can change the whole feel of your presentation
 - Digital 1010101010 background vs flowers and ballons





Slide Size

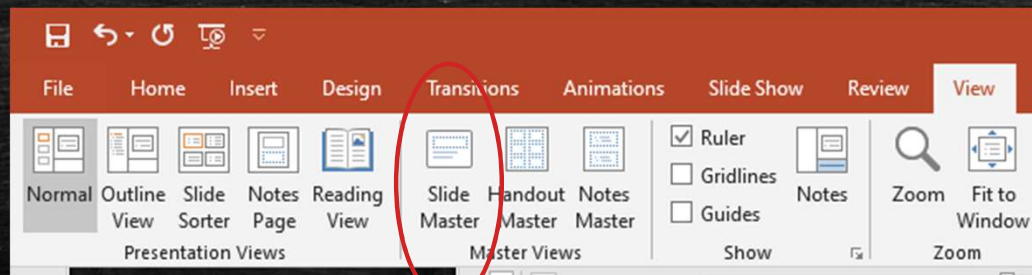
- Widescreen 16:9
 - Great for newer displays/projectors
- Standard 4:3
 - Good if paper is your final destination
- Found under
“Design...Slide_Size”





Slide Master

- Slide Master is available under View...Slide_Master





Slide Master

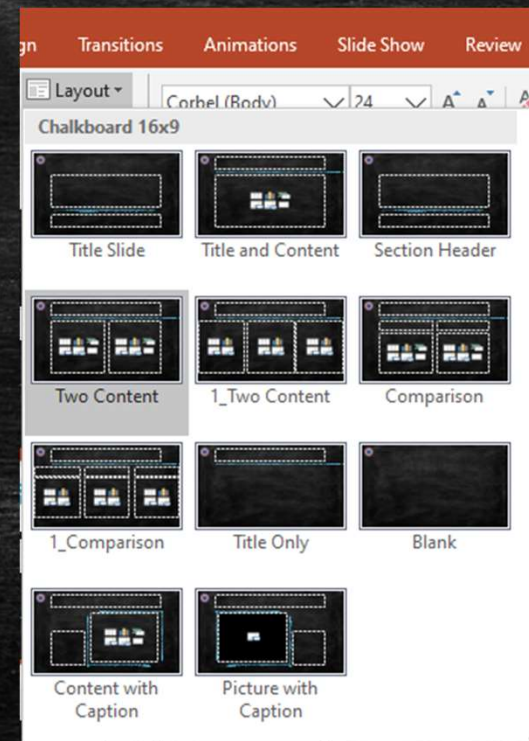
- Each layout type can have its own personalization which carries over to each slide of that type.
- Good for logos and personalization





Slide Layout

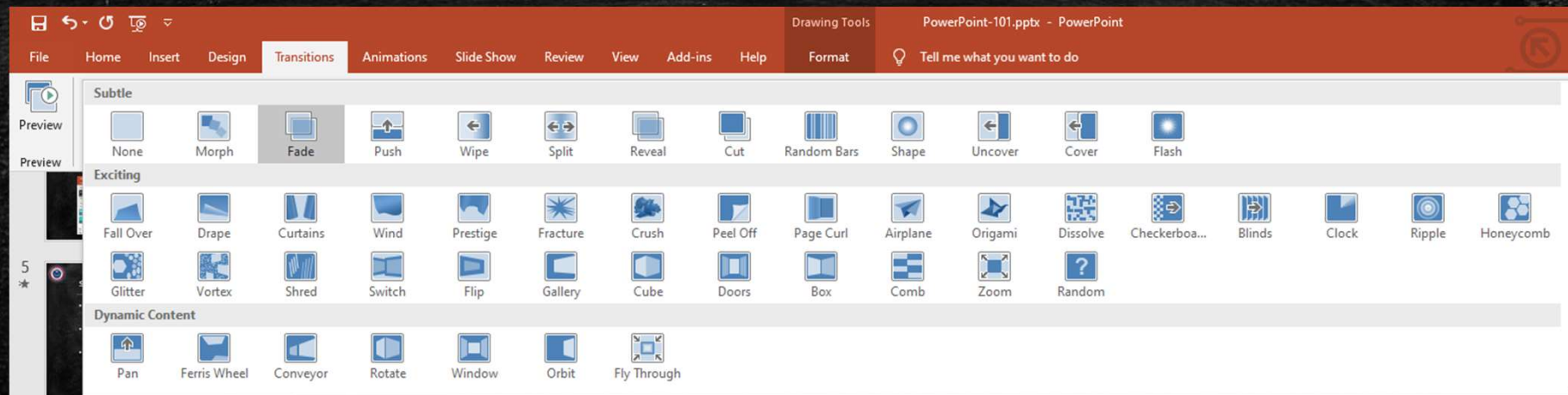
- Title Slide
- Title with content
- Two Content
- Title Only
- Blank





Transitions

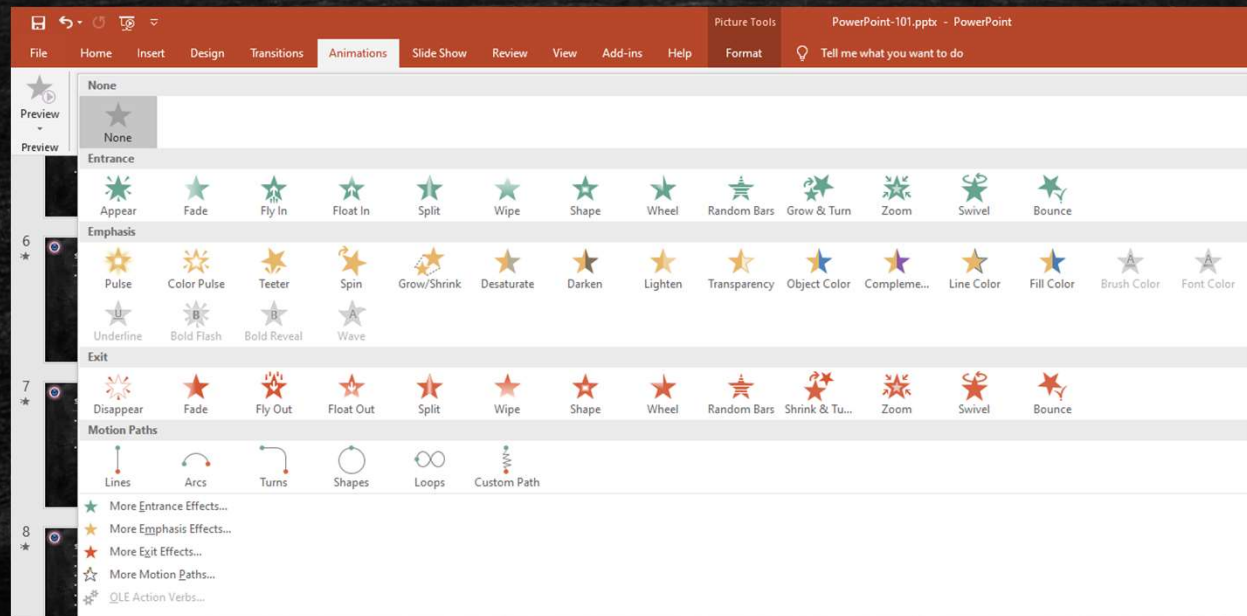
- Slide to slide transitions
- Each slide can have its own transition
 - Be careful though – if it is too busy, it can distract from your presentation





Animations

- Animations are normally for pictures and figures
 - Can add emphasis to your slide
 - Can be distracting if overused





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