

- Introductions
- Has anyone used PowerPoint before?
- Agenda:
  - What is PowerPoint
  - Who uses it
  - Why use PowerPoint
- PowerPoint Tips
  - Think about your slides last
    - Outline your presentation
    - Think about what you want to say
  - Avoid too much text
    - Ensure text and images are easy to use
    - Choose a simple background
    - You want people to listen to you, not spend their time reading your slides
  - Use pictures to illustrate your point
- Exercises – create your own slides
  - Go through the Ribbon first
  - Then exercises
- Questions?

- Introductions
- What do you want to learn tonight?
- Why use PowerPoint?
  - Typically – presentations
  - Make videos/animations
  - Other uses – digital scrapbooking, etc.
- PowerPoint Tips – Design
  - Avoid long, bulleted lists
  - Use clean, uncluttered design
  - Use quality, copyright free images\*\*
- PowerPoint Tips – Presentation Tips
  - Know the logistics (time limit, wifi, # of people)
  - Don't read your slides
  - Prepare for mishaps (computer crashing, no wifi, forgetting your USB drive, etc.)
  - Practice and speak as naturally as possible
- PowerPoint Tips – Video Tips
  - Timing – don't create a tornado of motion that's not readable
  - Animation – keep it simple, clean, and focused
  - Don't overthink it
- Create your own!
  - Slide templates
  - Insert text box
  - Insert and edit pictures
  - Insert videos and audio
  - Transitions between slides
  - Animations
  - Converting to video
- Questions