

- 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