

POWERPOINT *for Designers*



INSTRUCTOR

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CONTACT

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LENGTH

4 hours

BOOK INCLUDED

Slideology

INTRODUCTIONS

Powerpoint Workspace
Standard Toolbar
Drawing Toolbar
Formatting Palette

CREATING A NEW DOCUMENT

New document options
Templates

MASTER PAGE SLIDES

Establishing a color scheme
Background images
Page numbering
Image considerations

CREATING A NEW SLIDE

Formatting a slide
Importing and Formatting Text
Adjusting Slide Color Schemes

IMPORTING ARTWORK

From clipart and external files
Embedding vs. Linking

ADJUSTING ARTWORK

Powerpoint Image Adjustments
Powerpoint vs. Native applications

NOTES

CREATING SHAPES

TRANSITIONS

Transitions between slides

ANIMATION

Creating entrance and exit animations
Enhancement Effects

INSERTING MOVIES AND SOUNDS

Accepted file formats
Auto start and controls

LOOKING GOOD VS. WORKING PROPERLY

The price of having a cool presentation
How to streamline the process
When to pull back and slow down

ORGANIZING YOUR SLIDES

Using the Slide Sorter

MAKING HANDOUTS AND SAVING

Printing Powerpoint slides
Saving options - File formats, etc.