PowerPoint Introduction

Tom Kelliher, CS 102

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1 Administrivia

Announcements

Assignment

Read 2.1–5. Online quiz. Questions on pp. 92–93: 2, 5, 7, and 9. Also responsible for "Things to Remember" and "Important Concepts" on pp. 90 and 91.

Distribute PowerPoint assignment.

From Last Time

Computer and networking lab.

Outline

1. Intro to PowerPoint.

2. PowerPoint lab

Coming Up

Safe computing.

2   PowerPoint Introduction

What is PowerPoint? Why would I use it?

PowerPoint demo:

1. Selecting a presentation style.

2. Selecting a slide style.

3. Filling in a slide; adding clip art.

4. Adding animation effects and transitions.

   Overdoing effects.

5. Presentation views — editing, presenting, sorting.

6. Formatting — just like Word.

3   PowerPoint Lab