PowerPoint Introduction

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1 Administrivia

Announcements

Assignment


Distribute PowerPoint assignment.

From Last Time

Computer and networking lab.

Outline

1. Intro to PowerPoint.

2. PowerPoint lab

3. Quiz.
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

4 Quiz