

# PowerPoint Introduction

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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