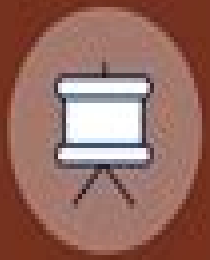
How to Make a PowerPoint Presentation?

Knowing the basic steps for creating a PowerPoint presentation is very important and a very powerful skill to have in order to convey visualized messages and information to an audience.



Create a Presentation

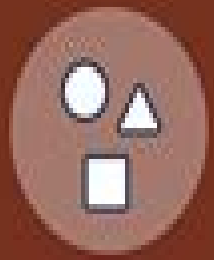
Using an existing template is easier and will save time, but a blank presentation will provide flexibility to customize your own look or brand.

Add & Format Slides

Add slides through ***"New Slide"***, format the slides with functions under the "Design" tab & control the entire appearance of the presentation with "Slide Master" function under the "View" tab.

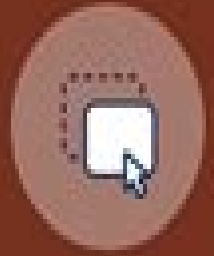
Add & Format Text

To add text, go to the ***"Insert"*** tab, choose ***"Text Box"***, and click on the slide. To format the text box and the text inside it go to the functions under the ***"Shape Format"*** tab.



Visual Elements

Visual and textual information catches the audience's attention and facilitates better understanding.
This includes: graphs, pictures, shapes, etc.



Transitions & Animations

Adding transitions and animations makes PowerPoint presentations more appealing to the audience.

CFI

Creating Slide Presentations A Basic Guide

John R. Podracky

Creating Slide Presentations A Basic Guide:

PowerPoint 2007 Emily A. Vander Veer,2007 A new handbook not only covers the basics and new features of PowerPoint 2007 but also teaches users how to combine multimedia animation and interactivity into a presentation how to take full advantage of advanced functions and how to create reusable design templates and automate tasks with macros

Office 2007: The Missing Manual Chris Grover,Matthew MacDonald,E. A. Vander Veer,2007-04-27 Quickly learn the most useful features of Microsoft Office 2007 with our easy to read four in one guide This fast paced book gives you the basics of Word Excel PowerPoint and Access so you can start using the new versions of these major Office applications right away Unlike every previous version Office 2007 offers a completely redesigned user interface for each program Microsoft has replaced the familiar menus with a new tabbed toolbar or ribbon and added other features such as live preview that lets you see exactly what each option will look like in the document before you choose it This is good news for longtime users who never knew about some amazing Office features because they were hidden among cluttered and outdated menus Adapting to the new format is going to be a shock especially if you re a longtime user That s where Office 2007 The Missing Manual comes in Rather than present a lot of arcane detail this quick friendly primer teaches you how to work with the most used Office features with four separate sections covering the four programs The book offers a walkthrough of Microsoft s redesigned Office user interface before taking you through the basics of creating text documents spreadsheets presentations and databases with Clear explanations Step by step instructions Lots of illustrations Plenty of friendly advice It s a great way to master all 4 programs without having to stock up on a shelf load of different books This book has everything you need to get you up to speed fast Office 2007 The Missing Manual is truly the book that should have been in the box Creating Slide Presentations John R. Podracky,1983 **A Complete Guide to Training Library Staff** Emily Leachman,A. Garrison Libby,2024-11-14 Presents an infrastructure for training library staff starting with a robust onboarding process and continuing through a staff member s entire duration at an institution **10 Minute Guide to WordPerfect Presentations** Michael P. Griffin,1994 A tutorial that teaches the basic features and functions of the latest release of WordPerfect Presentations in approximately 20 mini tutorials each of which can be completed in 10 minutes or less Timesaving Tips Plain English definitions and Panic Button advice help users throughout the book *Journal of Language Experience* ,1983

Photoshop Elements 7: The Missing Manual Barbara Brundage,2008-10-03 Photoshop Elements 7 includes lots of new tools for sprucing up your photos like the Scene Cleaner that lets you get rid of unwanted elements and the Smart Brush that makes touch ups a breeze But the one thing you won t find in Elements is reader friendly guidance on how to get the most out of this powerful program Enter Photoshop Elements 7 The Missing Manual ready to explain not only how the tools and commands work but when to use them With this bestselling book now in its 5th edition you ll learn everything from the basics of loading photos into Elements to the new online photo sharing and storage service that Adobe s offering for free at

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Table of Contents Creating Slide Presentations A Basic Guide

1. Understanding the eBook Creating Slide Presentations A Basic Guide
    - The Rise of Digital Reading Creating Slide Presentations A Basic Guide
    - Advantages of eBooks Over Traditional Books
2. Identifying Creating Slide Presentations A Basic Guide
    - Exploring Different Genres
    - Considering Fiction vs. Non-Fiction
    - Determining Your Reading Goals
3. Choosing the Right eBook Platform
    - Popular eBook Platforms
    - Features to Look for in an Creating Slide Presentations A Basic Guide
    - User-Friendly Interface
4. Exploring eBook Recommendations from Creating Slide Presentations A Basic Guide
    - Personalized Recommendations

- Creating Slide Presentations A Basic Guide User Reviews and Ratings
- Creating Slide Presentations A Basic Guide and Bestseller Lists

5. Accessing Creating Slide Presentations A Basic Guide Free and Paid eBooks
   - Creating Slide Presentations A Basic Guide Public Domain eBooks
   - Creating Slide Presentations A Basic Guide eBook Subscription Services
   - Creating Slide Presentations A Basic Guide Budget-Friendly Options
6. Navigating Creating Slide Presentations A Basic Guide eBook Formats
   - ePub, PDF, MOBI, and More
   - Creating Slide Presentations A Basic Guide Compatibility with Devices
   - Creating Slide Presentations A Basic Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
   - Adjustable Fonts and Text Sizes of Creating Slide Presentations A Basic Guide
   - Highlighting and Note-Taking Creating Slide Presentations A Basic Guide
   - Interactive Elements Creating Slide Presentations A Basic Guide
8. Staying Engaged with Creating Slide Presentations A Basic Guide
   - Joining Online Reading Communities
   - Participating in Virtual Book Clubs
   - Following Authors and Publishers Creating Slide Presentations A Basic Guide
9. Balancing eBooks and Physical Books Creating Slide Presentations A Basic Guide
   - Benefits of a Digital Library
   - Creating a Diverse Reading Collection Creating Slide Presentations A Basic Guide
10. Overcoming Reading Challenges
    - Dealing with Digital Eye Strain
    - Minimizing Distractions
    - Managing Screen Time
11. Cultivating a Reading Routine Creating Slide Presentations A Basic Guide
    - Setting Reading Goals Creating Slide Presentations A Basic Guide
    - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Creating Slide Presentations A Basic Guide
    - Fact-Checking eBook Content of Creating Slide Presentations A Basic Guide

- Distinguishing Credible Sources

13. Promoting Lifelong Learning
    - Utilizing eBooks for Skill Development
    - Exploring Educational eBooks
14. Embracing eBook Trends
    - Integration of Multimedia Elements
    - Interactive and Gamified eBooks

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