



Microsoft PowerPoint 2003 Creating Effective Presentations

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Session Breakdown



- Handouts
- The Parts/Objectives
 - The Views
 - Slide Backgrounds, Designs and Layouts
 - Creating Tables
 - Creating Charts
 - Creating Objects

Session Breakdown Continued...

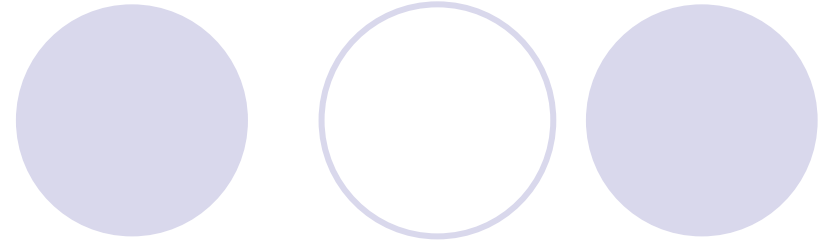
- The Parts Continued...
 - Adding Animation
 - Preparing to Deliver a Presentation
 - Delivering a Presentation
 - Presentation Guidelines
- Question and Answer Session

Slide Backgrounds, Designs and Layouts

- The Views
- Using the Auto Content Wizard

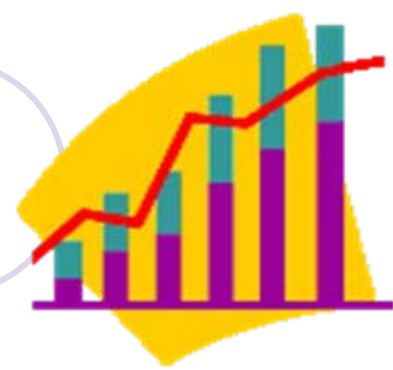
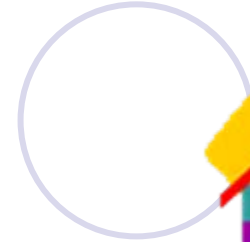
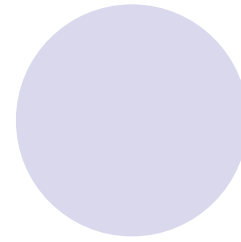
- Slide Design Templates
- Slide Layouts
- Backgrounds
- Changing the above formats
- Online Templates

Creating Tables



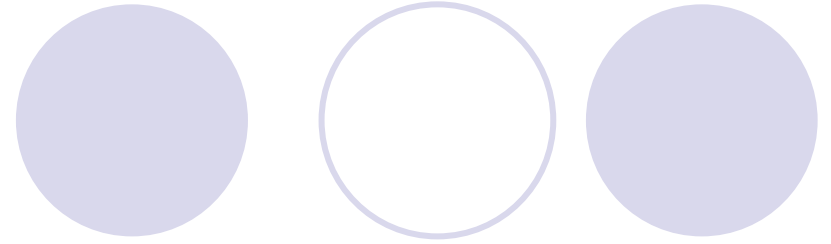
- Why use a Table?
- Table Options:
 - Rows, Columns, Cells
 - Formatting Tables
- Inserting a Table From Microsoft Word

Creating Charts



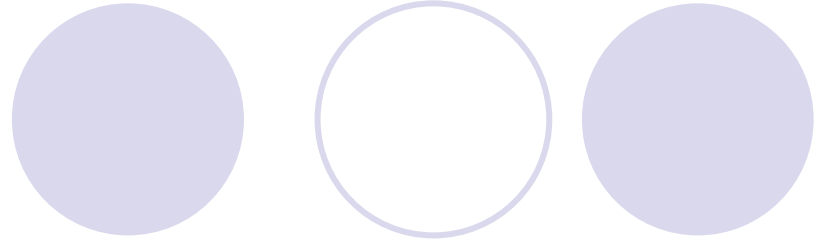
- Why use Charts?
- Chart Types: Column, Bar, Line, Pie
- The Datasheet Window
- The Chart Window
- Creating and Editing Chart Data
- Changing Chart Types
- Insert a Chart from Microsoft Excel

Creating Objects



- The Insert Menu
- Using AutoShapes (The Drawing Toolbar)
- Changing the Format of an Object
- Adding Sound and Video

Adding Animation



- Animation Schemes

- Types Of Animation

- Custom Animation

- Animation Effects

- The Golden Rule of Animation: Create your slides first and then add animation!!

Preparing to Deliver a Presentation

- Arrange and Hide Slides
- Add Slide Transitions
- Slide Timing
- Custom Show
- Printing Your Presentation
- Saving Options
 - Be aware of file sizes!

Delivering a Presentation

- Navigating in a Presentation
- Annotating During a Presentation

- **Presentation Guidelines**
 - See C&NS Source Guide page 6 and 7
 - <http://office.microsoft.com>

Creating Effective Presentations

- Questions?
- Please fill out the training survey!
<http://data.fairfield.edu/cns/workshop>
- www.fairfield.edu/cnstraining
- cnstraining@mail.fairfield.edu

THANK YOU!

