

Microsoft
PowerPoint



Microsoft PowerPoint 2003: Enhancing Your Presentations

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Session Breakdown

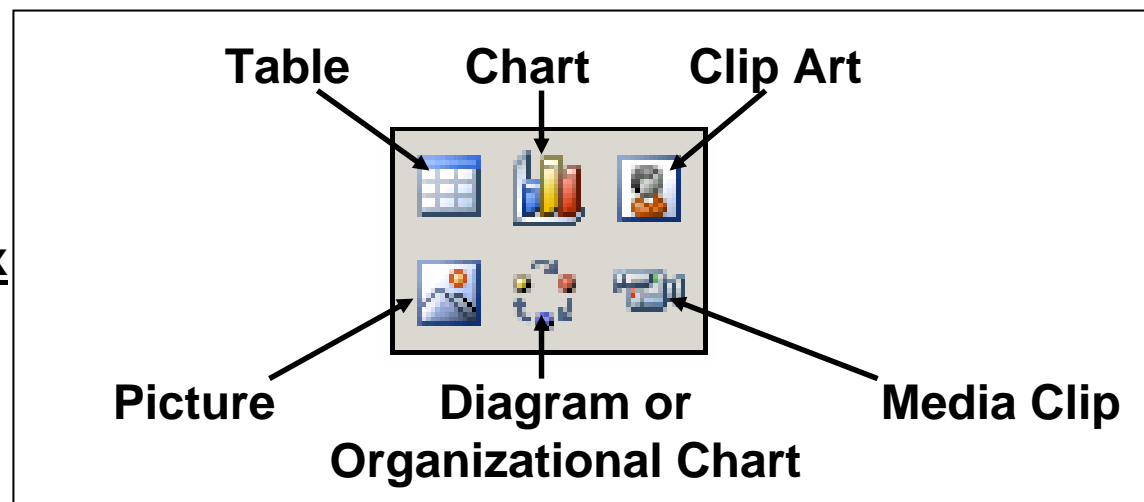
- | | |
|---|---|
| <ul style="list-style-type: none">● Handouts● Creating Tables● Creating Charts● Inserting Objects:<ul style="list-style-type: none">○ Shapes, Clip Art, and Pictures○ Audio and Video | <ul style="list-style-type: none">● Other Options:<ul style="list-style-type: none">○ Creating Links○ Recording Narration● Adding Animation |
|---|---|

Inserting Contents

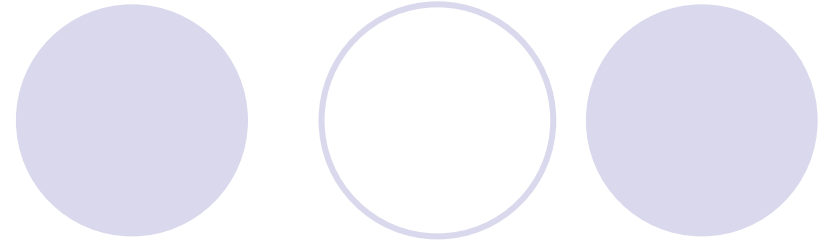
- Using the Content shortcut box
- Using the Insert Menu
- Using the Drawing Toolbar



Content shortcut box



Creating Tables



- **Why use a Table?**

- **Table Options:**

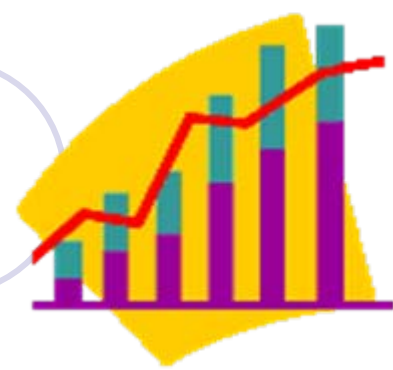
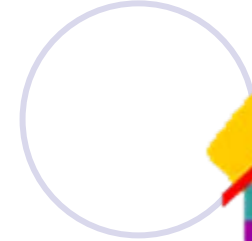
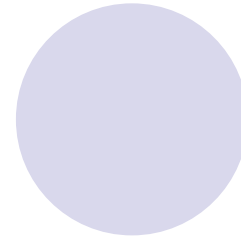
- Rows, Columns, Cells

- Formatting Tables

Jobs	Level 1	Level 2
Technician	2,000	3,000
Software Support	4,000	5,000

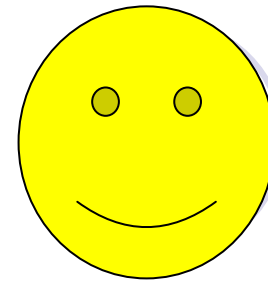
- **Inserting a Table From Microsoft Word**

Creating Charts

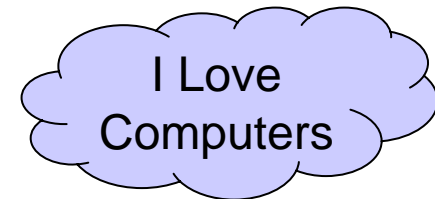


- Why use Charts?
- Chart Types: Column, Bar, Line, Pie
- The Datasheet Window
- The Chart Window
- Creating and Editing Chart Data
- Changing Chart Types
- Insert a Chart from Microsoft Excel

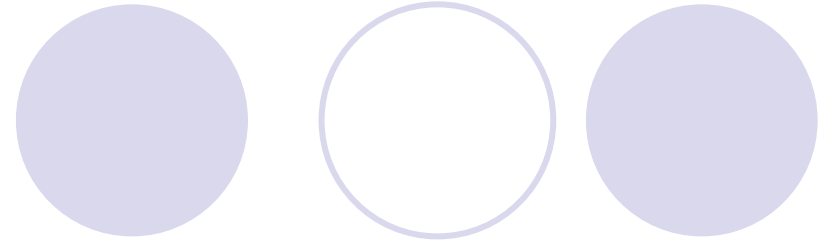
Inserting Objects



- The Insert Menu
- Drawing using AutoShapes (The Drawing Toolbar)
- Inserting Clip Art and other Pictures
 - Creating a Photo Album
- Changing the Format of an Object
 - Grouping Objects



Other Objects



- Adding Sound and Video



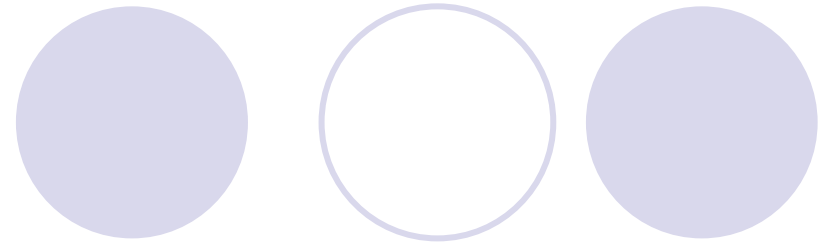
- Creating Links

- To the Internet
- Within the Presentation

- Recording Narration



Adding Animation

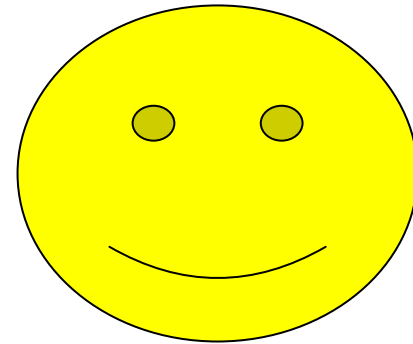


- Animation Schemes

- Types Of Animation

- Custom Animation

- Animation Effects



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

Enhancing Your Presentations

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

THANK YOU!

