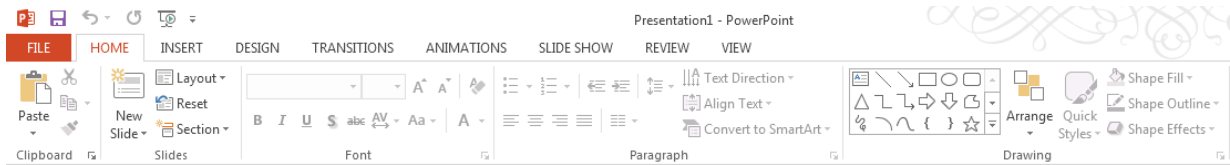


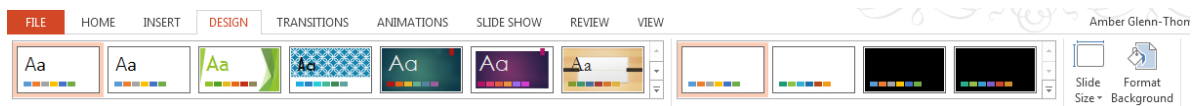
Presentation Tools- PowerPoint

PowerPoint

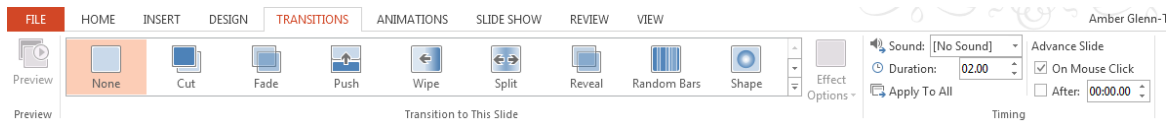
- Microsoft PowerPoint is a software program that allows users to create presentations that range from basic to complex slide shows.
- PowerPoint Menu
 - Home: This tab includes options for adding a new slide, changing the font, and size of your text, and copying and pasting.



- Design: This tab includes options for different design layouts and templates. These change the colors and fonts that are used in the presentation.



- Transitions/Animations: This tab includes options for adding different transitions and animations to slides.



- Slide Show: This tab includes options for beginning and ending a slide show at a certain point. It also allows you to rehearse the timing of your presentation.



Best Practices for using Presentation Tools

- **Less is more!** Having less information in a slide is better for helping individuals to understand your project concepts.
- **Keep formatting uniform!** Keeping your theme and designs the same on every slide makes your presentation look more presentable and professional.
- **Try to stay away from too many bullet points on one slide!** Too many bullet points will clutter your presentation and can make the flow of information confusing.
- **Consider including audio and video!** This can help keep those watching your presentation engaged.
- **Write out the slides as you create them!** Writing out the slides as you create them helps you keep track of the information that you want to include on each slide. It also helps you keep track of what information you are presenting and making sure that it flows in a logical manner.
- **Remember to cite items!** If you use any information that is not yours then you need to cite where you get it from. Otherwise this is called PLAGARISM!
- **Save files!** Do not forget to save your files.

Please feel free to give me a call, email me, or come by and see me if you have any questions about this or anything else you're having trouble with! I'm happy to help.