



PowerPoint 2007/2010 Class Overview

PowerPoint is a program in certain Microsoft Office Suites. It is a presentation program used to digitally display a slide show of individual screens to convey or promote a theory, concept or historical reference.

Learn to create exciting slideshow presentations for business or personal enjoyment that will capture your audiences' attention.

Import photos, text, graphics, sound, movies, and other objects, which may be arranged freely. PowerPoint, facilitates the use of a consistent style or theme throughout the presentation using a template or "Slide Master".

The presentation can be printed, displayed live on a computer, or navigated through at the verbal command of the presenter. For larger audiences the computer display is often projected using a video projector. Slides can also form the basis of webcasts.

PowerPoint provides three types of movements:

- Entrance, emphasis, and exit of elements on a slide itself are controlled by what PowerPoint calls Custom Animations
- Transitions, on the other hand, are movements between slides. These can be animated in a variety of ways
- Custom animation can be used to create small story boards by animating pictures to enter, exit or move.

Trainees will learn how to create a multiple slide presentation using all of the assets listed above. Bring a flash drive to save your work product on if you aren't bringing your own laptop.

