



The Intermediate/Advanced PowerPoint Workshop will require students to be comfortable with the following prerequisite skills. If you need a refresher, please refer to the appropriate page(s) in the background information handout prior to the workshop.

<b>1. Open, navigate, modify, preview, and save a POWERPOINT PRESENTATION:</b>	<b>PAGE</b>
a. Locate standard MS OFFICE elements: TITLE BAR, MENU BAR, STANDARD TOOLBAR, FORMATTING TOOLBAR, and STATUS BAR.	2
b. Locate POWERPOINT screen elements including the 3 PANES of the NORMAL VIEW & the 3 VIEW BUTTONS.	2
c. Open and browse a PRESENTATION in the NORMAL VIEW.	3
d. Edit TEXT on an existing SLIDE in the NORMAL VIEW.	6
e. Preview and rearrange the PRESENTATION using the SLIDE SORTER VIEW.	4
f. Move TITLES and TEXT BOXES within a SLIDE.	5
g. Rearrange the order of a BULLETED SLIDE.	5
h. View a PRESENTATION using the SLIDE SHOW VIEW.	7
<b>2. Develop a NEW PRESENTATION:</b>	
a. Select PRESENTATION size appropriate for on-screen or 35mm SLIDE format.	8
b. Use SLIDE LAYOUT MENU to create a TITLE SLIDE.	8
c. Use SLIDE LAYOUT MENU to create one or more BULLETED TEXT SLIDES.	8
d. Compose SPEAKER NOTES in the NOTES PANE.	8
e. Change the FONT and SLIDE BACKGROUND COLOR.	9
f. Change the COLOR SCHEME of the PRESENTATION.	10
g. Apply a DESIGN TEMPLATE to the PRESENTATION.	10
h. Insert CLIP ART or IMAGES.	11
i. Add TRANSITIONS between SLIDES.	12
<b>3. Use features available through the PRINT MENU:</b>	
a. Print SLIDES (1 /page), SPEAKER NOTES, and HANDOUTS (1-9 /page).	13
b. Select options (color vs. grey scale) appropriate for each print format.	13
<b>4. Use special features:</b>	
a. Set-up POWERPOINT'S AUTO-RECOVERY.	15 (14 Mac)
b. Use HELP	15 (14 Mac)