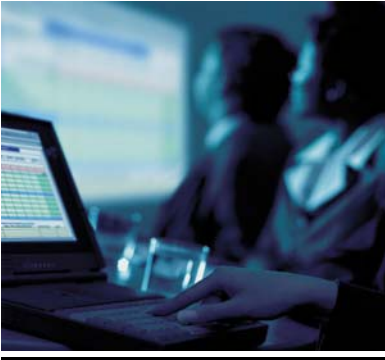


# INTRODUCTION TO POWERPOINT



**Interested?**

*Seating is Limited  
Call 285-1116*

- 1. In this lesson you will create a short power point presentation to print and take home with you.**
2. Power point uses discussion
3. Finding a template to use for our presentation...design templates
4. Adding words to slides...Changing fonts, styles, colors
5. Choosing a theme
6. Text Layouts...Content Layouts
7. Inserting new slides
8. Inserting Clip Art
9. Inserting Photos from the internet
10. Slide Transitions
11. Viewing Show
12. Outline/ Slide View
13. Printing Outline/Slides/Handouts/Notes pages