



FastCourse Series

# PowerPoint Chapter 1: Creating and Delivering a Presentation



**LABYRINTH**  
LEARNING™

# Learning Objectives

- After studying this chapter, you will be able to:
  - ▲ Create a new presentation
  - ▲ Add text to slides
  - ▲ Apply themes
  - ▲ Add slides
  - ▲ Control the indent of a bulleted text
  - ▲ Navigate a slide show

# Getting Started with PowerPoint

- Navigating the PowerPoint window 
- Inserting text

# Using Document Themes

- Ready-made backdrops that format all slides in a presentation
  - ▲ Each theme includes four variations
  - ▲ Accessed from the Design tab



***Microsoft PowerPoint has many different themes to choose from.***

# Presentation Guidelines

- Know your audience
- Know your purpose
- Know your expectations

# Creating a Basic Presentation

- Create slides by adding or duplicating them
- Use bulleted lists to outline presentation
  - ▲ Demote or Promote bullets as needed
- Choose slide layout based on content that will be entered into slide



*Use the tools in the Slides group to add slides to your presentation and to change slide layouts.*

# Delivery Tips

- Maintain a moderate pace
- Pause for emphasis
- Address your audience and make eye contact
- Deliver presentation in a relaxed manner

# Delivering the Slide Show

## ■ Three ways to navigate through a slide show:

▲ Mouse

▲ Keyboard commands

▲ Slide Show toolbar 

