



PowerPoint Chapter 1: Creating and Delivering a Presentation



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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 

