

How do **we** use
PowerPoint?

It's pretty darn easy.

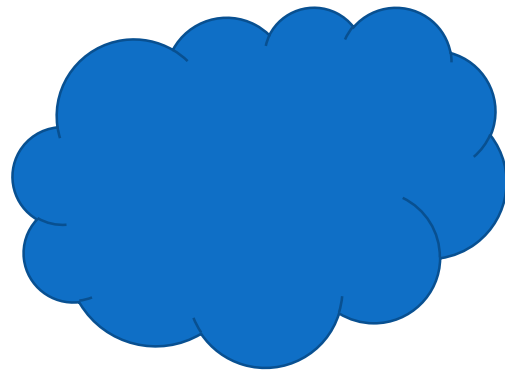
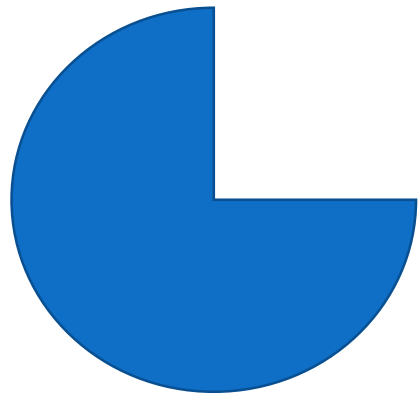
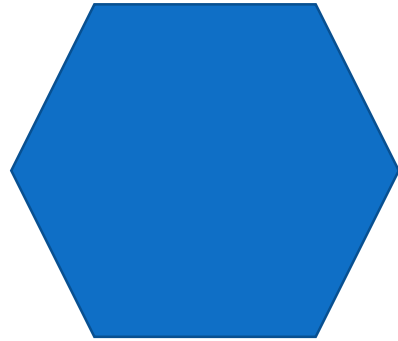
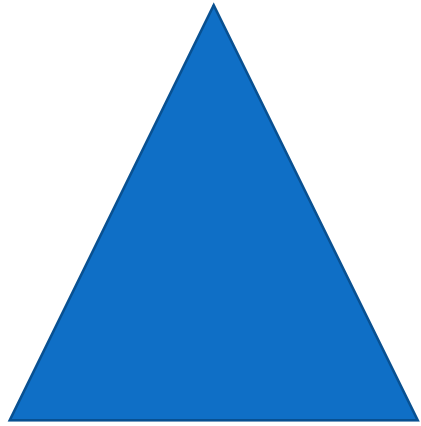
To add more slides to your PowerPoint, you go to “New Slide” and select which slide you want.

There are a variety of slides that you could choose from. Choose what is most suitable for your project/purpose of your project.

How do you choose colours or themes for your Presentation?

- Go to the “Design Tab” up at the top.
- On this slide, you will have the option to change your template
- You can also hit “customize” to change the colour of your slide
- There are also some additional settings that will allow you to use patterns and gradient.

Similar to *Microsoft Word*, you can
insert





Similar to Microsoft Word, you can double click on the image and it will allow you to format shape.

Click *right* and then you can go right to "format shape."

Let's explore the options that the program has for us.

Here are a few simple rules about structuring your PowerPoint.

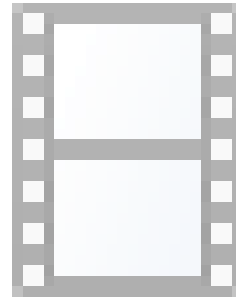
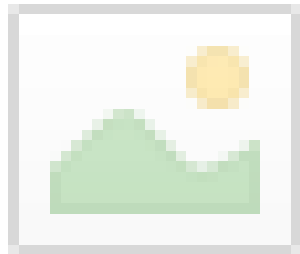
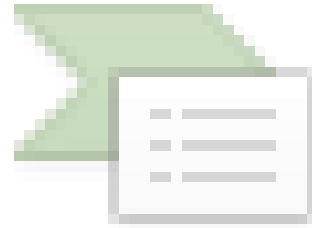
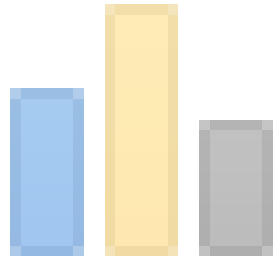
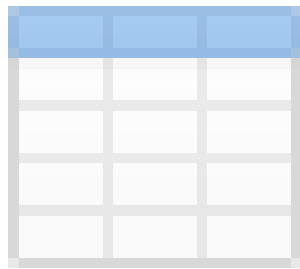
- Keep it simple
- Avoid having slides with too many words
- Add images and shapes
- Adding too many animations and transitions could be distracting from your presentation
- Remember which colours are easy on the eyes and which are not.

Animations vs. Transitions

Animations create dynamics on your slides and transitions provide you with some diversity when your slides are switching.

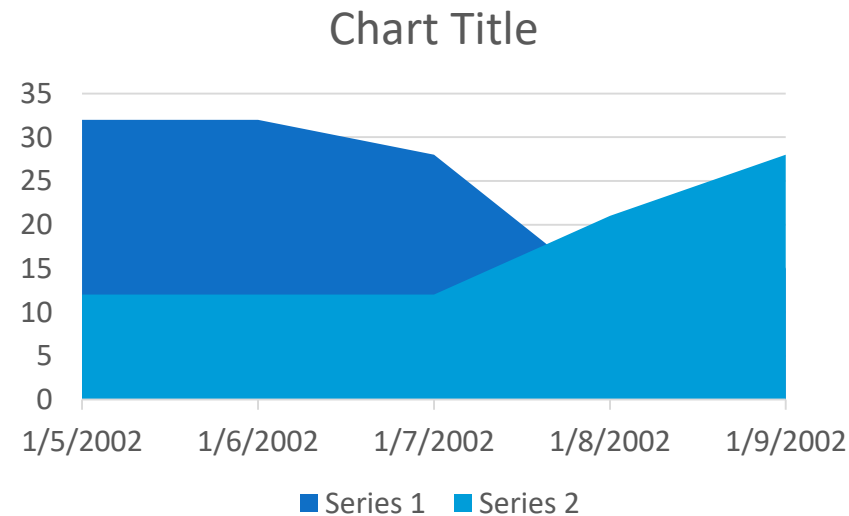
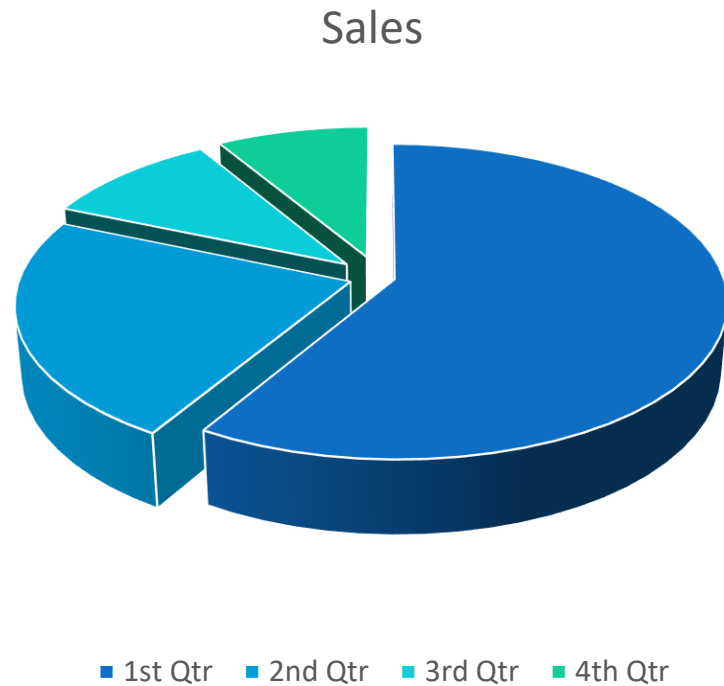
TOO many animations can be distracting.

This picture helps make “inserting” graphs, pictures, videos etc... Significantly quicker.



PowerPoint allows you to use *WORD* art.

It also links the work you are doing in Excel into PowerPoint without you having to export all of your information. You simply go to “insert” charts... WATCH THIS



Cool Features

- Go to “Slide Show”
 - There are tools that you can use when you are practicing your presentation that help with the structure
 - There is the “presenter view” that also allows you to display both your slide and what is coming up next.

Social Media Presentation

With a partner you are to create a PowerPoint presentation that discusses the following information:

- Pick a Social Media Application- must be given the “ok” from Ms. Sihota
- Must include a brief discussion on the history of the Application
- What is the purpose of this application & how is it actually used?
- Who uses the application the most? Age, gender, geographic location, why? How do you know?
- What are some of the pros and cons of using this application. For you and from a business standpoint
- How do you use the application? Show an example.

Remember . . .

- Reference the Assignment Rubric that is posted on my blog.
- What was outlined in the previous slide are the requirements.
- What are you doing to “*develop your ideas,*” “*analyze and critique your work,*” *create a presentation that caters to your “personal strengths and abilities”*

Maybe you will use [Hyperlink](#) that will take you to a website or a PDF file?

Maybe you will insert a video?