



PowerPoint 2010 Effective Presentations

Knowledge of the Microsoft Windows operating system, minimizing and maximizing windows, opening, saving and closing files, and creating folders. Basic knowledge of Microsoft PowerPoint.

Presentation basics

- Key points to presenting
- Do's and Don'ts

Working with Templates

- Working with design template
- Cleveland Clinic Standard Templates
- Changing slide layouts
- Backgrounds
- Master slides, titles, and handouts

Graphics

- Inserting graphics
- Create backgrounds and watermarks

Animate the show

- Slide transitions
- Add animation
- Hyperlinks
- Custom shows

Preparing a Presentation

- Package to a CD/USB
- Presenter View
- PPT vs. PPS

Notes pages

- Layout
- Printing

Printing handouts, Speaker Notes, and Outlines

- Importing/exporting from other programs
- Working with slides in outline view
- Creating handouts and speaker notes
- Sending slides to Microsoft Word to create outlines