POWeRPoiNT 2003

WORKFLOW

Start Here!
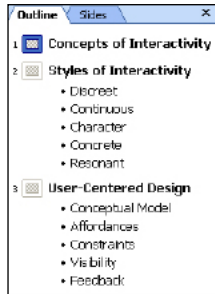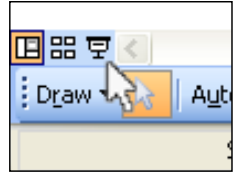
Outline First!!!
Outline your presentation first, it's the fastest way to create new slides! The outline tab is in the top left corner.
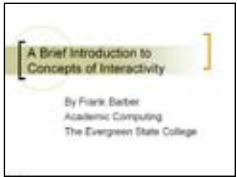Use TAB and Shift-TAB to promote and demote, which makes the difference between slides and bullet points.

To **PRESENT** Your Slides:
Use the Presentation View, more commonly known as "the little button in the left hand corner" which will make your slides full-screen.
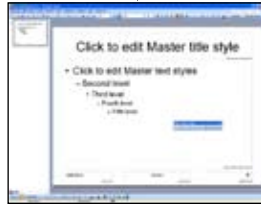
The Arrow Keys or a Mouse click will advance the Presentation. Press ESC when you're finished presenting to return to the Normal View of Powerpoint.

Experts recommend arriving early to test your presentation on the computer it will be shown from, if at all possible.

Apply a Template?
Powerpoint provides a number of designs for you to use with your projects.
Each template offers a selection of color schemes.

Custom Design?
If you'd like to make your own design, VIEW the Slide Master to make changes that will apply to all of your slides at once.
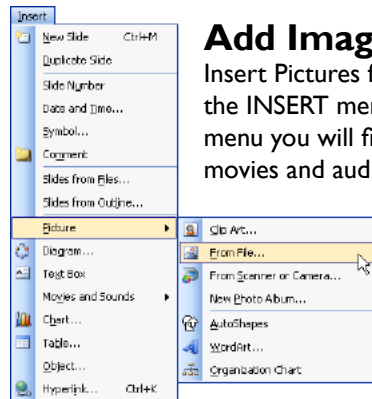
Individual Formatting
Once you've set the overall style of your presentation, you should go through each slide to visually check, and possibly adjust the formatting.

Add Images & Media
Insert Pictures from a File using the INSERT menu. From this same menu you will find options for movies and audio..

RESOURCES

MORE

Get Organized
Use the Slide Sorter View to reshuffle your slides, to combine presentations, or to add transitions.

Consultants
The Computer Center at Evergreen employs a number of talented and patient Student Consultants which can assist you with a variety of applications or technical issues (like printing).
So Ask for Help!

SAVE & SHARE

Save As Web Page
(try the .htm option, instead of .mht)

.PPT File
(use Powerpoint to present or modify later)

Package As CD

A tutorial and additional **HELP** is always available at:
http://www.evergreen.edu/computing/

PowerPoint 2007
The new version adds some interface improvements while offering the same basic functions. If you are familiar with the 2003 version, it should be an easy adjustment.