

How to use Microsoft Powerpoint

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PowerPoint is presentation software that allows you to create presentations in a “slideshow” format. It has tools to allow you to add graphics, audio/video, and other design elements to your presentations.

The videos provided below are closed-captioned

Introduction to PowerPoint (1:01)	A short introduction to PowerPoint including information about creating a new presentation and the basics of entering text
Slides and Layout	<ul style="list-style-type: none">• How to create slides• How to rearrange slides• How to customize slides• How to apply templates to slides
Text and Tables	<ul style="list-style-type: none">• How to insert text• How to insert WordArt• How to insert tables• How to insert information from Excel
Pictures and Graphics (1:14)	<ul style="list-style-type: none">• How to insert pictures, graphics, and SmartArt• How to modify slide background• How to insert charts and graphs
Animation, Video, and Audio (0:49)	<ul style="list-style-type: none">• How to add and remove transitions between slides• How to provide animation• How to add video• How to record your presentation
Present Slideshows (1:45)	<ul style="list-style-type: none">• How to start a presentation• How to use speaker notes• How to record a slideshow with narration• How to print your slideshow
