

An Introduction to Power Point

Lesson 1.1

What are we doing in this lesson?

- Learning through doing!
 - We are practicing entering text as we are introduced to Power Point.

What is Power Point?

- Read “Defining Presentation Software” on pgs. A-2-3.
 - Add your personal description in this section.

Starting Power Point

Opening a Presentation

The Power Point Desktop

- You may need to insert several new slides to fully describe this aspect of Power Point.

Getting to Know the Different Power Point Views

Planning a Presentation

- Insert the planning elements from pgs. B-2-3 here.

Evaluating A Presentation

- Describe sound evaluation processes for Power Points (pg. B-16)

Saving the Presentation

Modifying Presentations

Lesson 1.2

Inserting & Deleting Slides

Moving Slides & Slide Contents

Promoting & Demoting Text

What is the Style Checker?

**The Help Menu & Office
Assistant**

Creating Slide Notes

Printing a Presentation