

## Formatting a Presentation

### Lesson 2.1

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## Planning the Presentation

- Answer these questions:
  - What is the purpose of today's assignment?
  - What type of presentation is this?
  - Who will your audience be?
  - Is location of presentation important?
  - Does the audience have special needs?
  - What is the presentation format?

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## Changing the Layout of a Slide

- Change this slide to a 2 column text slide.
  - Add text to each side explaining how to change a slide's layout.

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## Inserting/Changing a Design Template

- Choose a design template.
- Change it to another template.
  - Do this several times.
- Insert text into this slide that explains how to insert/format a design template.

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## Utilizing Masters

- Masters allow you to:
  - Consistently insert an element into slides throughout a presentation.
  - Unlock pre-developed design templates so you can customize them.
- What are the different types of masters?
- Describe how to get to masters, as well as how to get back to your normal slides.

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## Formatting Text Boxes

- All boxes and images in a presentation can be formatted.

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## Inserting Pictures & Clipart

- Differences between pictures & clipart.
- How to insert each:
- Specifics about modifying each:
  - Moving,
  - Resizing,
  - More!

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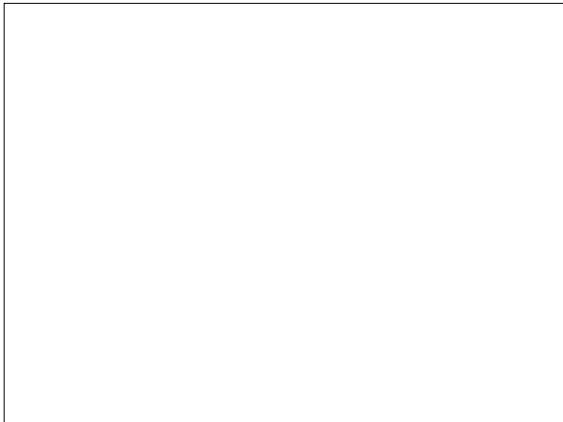
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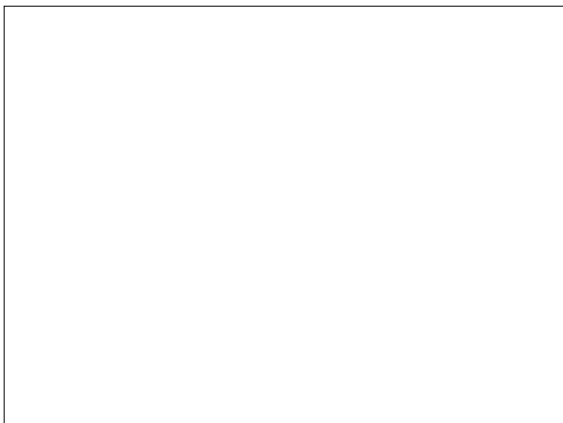
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## The Drawing Tool Bar

- Utilizing the drawing tools.

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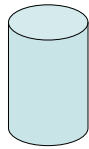
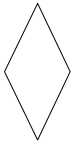
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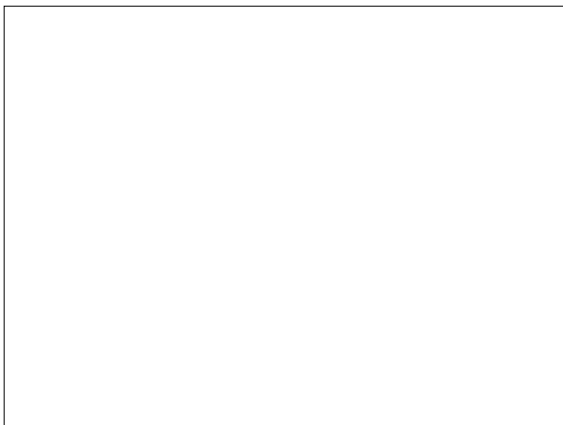
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## Power Point Tables

### Lesson 2.2

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## Tables

- Tables can be inserted to display data.
  - Much like the data in Excel.
- Two different methods of inserting tables:
  - Insert - Table
  - Choose the Table “slide layout”.

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## Tables

Tree Type	Units	Yield in Bushels	Avg. Height
Pecan	22	40,000	45'
Pear	14	12,000	18'
Fig	4	4,000	15'
Almond	25	30,000	12'
Peach	25	20,000	12'

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