## 5 MINUTE TUTORIAL

# BASIC PRESENTATION



### **Basic Powerpoint**

**Angela Bessant** 

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Ultimate Basic Business Skills Christee Gabour Atwood,2009-12-01 Having a copy of Ultimate Basic Business Skills Training an Effective Workforce on your bookshelf is like having an on call business training department This book offers ready to present programs on the most critical frontline business skills every member of your organization needs Too often training in these basic business areas is ignored in favor of more pressing product or service training Ultimate Basics Business Skills offers learning professionals everything needed to quickly deploy this valuable training Lively scripted half day programs in more than 20 individual topic areas cover external and internal customer service skills project management help in projecting a professional image and working in a team environment and much more The book uses the familiar structure of the Trainer's Workshop Series to guide the training sessions and includes all handouts worksheets assessments and PowerPoint slides to allow users to quickly create training targeted specifically for their intended audience All programs offer enough additional material to allow expanding the program length to suit training needs Users can easily blend mix and match formats and contents to create just the program your organization needs

PowerPoint for Teachers Ellen
Finkelstein,Pavel Samsonov,2007-10-12 This was written for teachers who want to use PowerPoint in the classroom to enhance your presentations teach your students how to use the application and create interactive educational projects

Systems Analysis & Design Fundamentals Ned Kock, 2006-07-12 Systems Analysis Design Fundamentals A Business Process Redesign Approach uniquely integrates traditional and modern systems analysis with design methods and techniques By using a business process redesign approach author Ned Kock enables readers to understand in a very applied and practical way how information technologies can be used to significantly improve organizational quality and productivity Key Features Breaks new ground in the teaching of systems analysis and design This book introduces a new business process redesign oriented approach to teaching systems analysis and design It goes significantly beyond what one would normally find in similar texts in terms of business process redesign as well as related emerging trends in business Offers a strong hands on approach that is better aligned with what happens in the real world of organizations today than most traditional textbooks on the topic The book is based on a retrospective analysis of dozens of real world projects Identifies new and innovative business processes for organizations Several mini cases and one comprehensive case of an Italian restaurant chain comprehensively illustrate the methods and techniques discussed in the book Intended Audience This is an ideal text for advanced undergraduate and graduate courses such as Systems Analysis and Design Business Process Redesign and Project Capstone courses in Management Information Systems and Computer Science programs Talk to the author http www tamiu edu nedkock Office 365 For Dummies Ken Withee, Jennifer Reed, 2012-02-07 Make Office 365 and the cloud crystal clear and learn how they can help you and your business When it comes to more efficient ways to work the cloud s the limit Microsoft's cloud technology Office 365 lets you work from anywhere and collaborate anytime on your PC the Internet or

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Microsoft PowerPoint 2016 Training Manual Classroom in a Book TeachUcomp ,2015-10-27 Complete classroom training manuals for Microsoft PowerPoint 2016 Two manuals Introductory and Advanced in one book 161 pages and 82 individual topics Includes practice exercises and keyboard shortcuts You will learn introductory through advanced concepts from creating simple yet elegant presentations to adding animation and video and customization Topics Covered Getting Acquainted with PowerPoint 1 The PowerPoint Environment 2 The Title Bar 3 The Ribbon 4 The File Tab and Backstage View 5 The Quick Access Toolbar 6 Touch Mouse Mode 7 The Scroll Bars 8 The Presentation View Buttons 9 The Zoom Slider 10 The Status Bar 11 The Mini Toolbar 12 Keyboard Shortcuts 13 What s New in PowerPoint 2016 Creating Basic Presentations 1 Opening Presentations 2 Closing Presentations 3 Creating New Presentations 4 Saving Presentations 5 Recovering Unsaved Presentations 6 Inserting New Slides 7 Applying Slide Layouts 8 Sharing Presentations 9 Working with PowerPoint File Formats Using Presentation Views 1 Normal View 2 Outline View 3 Slide Sorter View 4 Notes Page View 5 Slide Show View 6 Reading View Using Text 1 Adding Text to Slides 2 Basic Object Manipulation 3 Font Formatting 4 Paragraph

Formatting 5 Applying Custom Bullets and Numbering 6 Using Tabs 7 Setting Text Options 8 Checking Spelling Using Pictures 1 Inserting Pictures Saved Locally 2 Inserting Online Pictures 3 Basic Graphic Manipulation 4 Using Picture Tools 5 Using the Format Picture Task Pane 6 Fill and Line Settings 7 Effects Settings 8 Size and Properties Settings 9 Picture Settings Using SmartArt 1 Inserting and Manipulating SmartArt 2 Formatting SmartArt Using Slide Show View 1 Running a Slide Show 2 Using Custom Shows Printing Your Presentation 1 Changing Slide Size 2 Setting the Slide Header and Footer 3 Previewing and Printing Presentations Helping Yourself 1 Using PowerPoint Help 2 The Tell Me Bar 3 Smart Lookup and Insights Applying Animation 1 Adding Slide Transition Animation 2 Adding Object Animation Drawing Objects 1 Inserting Shapes 2 Formatting Shapes 3 Inserting WordArt Inserting Video and Sound 1 Inserting Videos 2 Inserting Audio 3 Animating Multimedia Playback 4 Recording a Sound 5 Screen Recording Using Themes 1 Applying Themes 2 Creating Custom Color Schemes 3 Creating Custom Font Schemes 4 Customizing the Slide Background Using Presentation Masters 1 Using Slide Masters and Slide Layouts 2 Using the Notes Master 3 Using the Handout Master 4 Saving a Presentation Template Setting Up the Presentation 1 Setting Up the Slide Show 2 Recording Narration 3 Rehearsing Timings Applying Actions 1 Inserting Actions 2 Inserting Hyperlinks Inserting Charts Tables and Objects 1 Inserting Charts 2 Inserting Tables 3 Inserting Objects Setting PowerPoint Options 1 Setting PowerPoint Options Microsoft Office Power Point 2003 Basic David W. Beskeen, 2004-04 Help users master computer skills quickly and easily with this colorful highly visual Illustrated Course Guide for PowerPoint 2003 Lessons are presented in an easy to follow 2 page spread that introduces step by step instructions on the left page and large screenshots and illustrations on the right This signature streamlined approach allows continuing education students learn quickly while also serving as an excellent reference tool Using Microsoft PowerPoint 2002 Patrice-Anne Rutledge, Tom Mucciolo, 2001 Created for experienced users who want to be able to use PowerPoint s more sophisticated features as well as its basic ones Because creating successful presentations is more than just becoming a PowerPoint power user included is a special section in the book on presentation skills **Applied ICT for GCSE (double** Award) P. M. Heathcote, 2002 This book covers the three units of the GCSE in Applied ICT which can be taken as a two year course from September 2002 or a one year course from September 2003 It will be an invaluable text for students studying this course for assessment by any of the examination boards The Assessment grid for Edexcel has been included in the book Unit 1 is a very practical unit and the student is shown how to use various applications including a web browser word processing database spreadsheet and multimedia presentation software Unit 2 covers the ways in which ICT is used in different types of organisation It includes numerous discussion points and ideas for students to research It takes the student through the various stages of designing and implementing an ICT system Unit 3 explores how individuals families clubs people at work and community groups use ICT Up to date case studies are used as the basis for discussion and exercises with Mastering VBA for Microsoft Office 2007 Richard Mansfield, 2012-06-22 Even if you re suggestions and guidance for work

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