

PowerPoint (PPT) Tips & Tricks will teach you how to turn simple slides into a polished and exciting presentation that will make your message memorable.

Requirements

Previous PowerPoint Design experience is required including familiarity with:

- Insert Text
- Changing colors
- Adding Graphics
- Using Templates
- Setting up Slide Show

Internet Access

Email

PowerPoint 2010 or later

A free trial of Office 365 including PowerPoint 2016 is available @
<https://products.office.com/en-us/try>

Class will be taught in Zoom
<https://zoom.us/>

Please sign up and download Zoom before first online class

Instructor

Kathy Smith taught Microsoft Office applications in public libraries for 20 years. Before that, she directed Public Access Television for non-profits and was a Font Operator at her local CBS Affiliate WIVB-TV. PowerPoint and Excel are her favorites applications, and she is excited to offer online training.

eMail krockest@gmail.com

When sending email use the following subject line format

For General questions

subject: PPT Question (and your last name)

To send in assignments

subject: PPT Activity # (and your last name)

Please note: All videos and transcripts are available in Greyscale.

PowerPoint Tips & Tricks

This is a six week course. Each week will have a video component, readings, online discussion and an activity for you to complete. There will be weekly Zoom sessions for questions and review of your work.

This is a non-credit course and as such no grades will be given.

Please complete the Powerpoint self-evaluation before beginning this course.

<http://tinyurl.com/zcm5ln2>

Functions Covered will be:

- Text
- Eyedropper
- Insert shapes
- Group/Align
- Format Graphics and Shapes

Learning Outcomes:

- Demonstrate ability to modify text
- Design a color palette
- Describe tools for inseting and transforming graphics
- Students will identify practical tips for presentation
- Final project: Revision of previous PowerPoint

Introduction

Video: Overview of PowerPoint Tips & Tricks

Transcript

Assignments Introduction

Watch Overview of PowerPoint Tips & Tricks Video
Complete Powerpoint Self-Evaluation
Select three PPT Slide from a PPT you have made to revise during this course. Post in the Intro forum or email to krockest@gmail.com

Subject: PPT Slides and your last name

Week One Fonts

Video: **Fonts**
Transcript .pdf

History of Typography
Created by Ben Barrett-Forrest
<https://youtu.be/wOgIkxAfJsk>

Readings:

Discussion:

Assignments: Text

Type your name on a PPT blank slide
Type it again with a different font color and size
Type it a third time adding a shadow

On a new Slide play with the text effects
Show examples of using three different effects

Describe how you may use them in future PowerPoints

submit as .pdf to Font Forum

TIP **An easy way to submit this assignment is to copy your slides to a page in Excel**

Right Click on your slide select copy and paste in Excel
Crop your slide to fit, they don't need to be full size

Write your description

Save as a .pdf and post

Week Two Color Palette

Video: PowerPoint Color

Transcript

Week Two Color Palette

Video: PowerPoint Color

Readings:

Discussion:

PPT Activity #2

Select 3 different slide with a picture on each and design palettes of at least 5 individual colors. Add a text box on each slide to discuss the mood created by your palettes.