POWeRPOiNT 2003

WORKFLOW
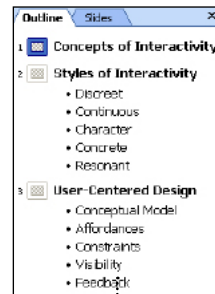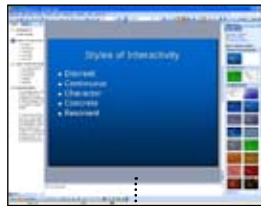
Start Here!

OUTLINE FIRST!!!
Outline your presentation first, it's the fastest way to create new slides! The outline tab is in the top left corner.

Use TAB and Shift-TAB to promote and demote, which makes the difference between slides and bullet points.

APPLY TEMPLATE?
Powerpoint provides a number of designs for you to use quickly with your projects. They're generic but handy.

CUSTOM DESIGN?
If you'd like to make your own design, VIEW the Slide Master to make changes that will apply to all of your slides at once.

INDIVIDUAL FORMATTING
Once you've set the overall style of your presentation, you should go through each slide to visually check, and possibly adjust the formatting.
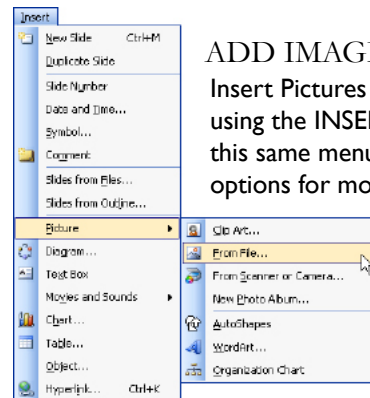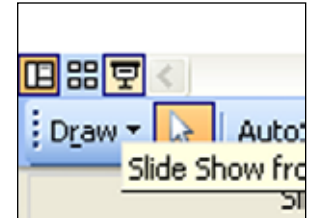
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ADD IMAGES & MEDIA
Insert Pictures from a File using the INSERT menu. From this same menu you will find options for movies and audio..

PUBLISH

SAVE AS WEB PAGE

.PPT FILE
(use Powerpoint to present or modify later)

PACKAGE AS CD

A tutorial and additional HELP is available at: http://www2.evergreen.edu/wikis/computing/

TO **ORGANIZE** YOUR SLIDES:
Use the Slide Sorter View to reshuffle your slides, to combine presentations, or to add transitions.

TO **PRESENT** YOUR SLIDES:
Use the Presentation View, more commonly known as "the little button in the left hand corner" which will make your slides full-screen. Press ESC when you're done.
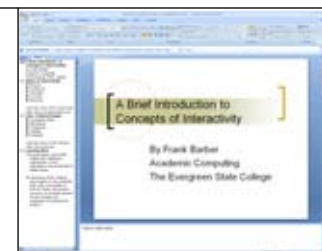
RESOURCES

MORE

BOOKS

	ISBN:
For Beginners:	
Powerpoint for Starters	0596528310
Visual Quickstart Guides	0321193954
Advanced Concepts:	
Beautiful Evidence	0961392177

POWERPOINT 2007
The new version adds some interface improvements while offering the same basic functions. If you are familiar with the 2003 version, it should be an easy adjustment.