



Increasing Your PowerPoint Skills

*Workshop Agenda
Spring-Summer 2006*

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Instructor
An Infopeople Workshop

Introduction

Presentation Design Guidelines

Working with Text

Editing Text Placeholders

Formatting Text Attributes and Correcting Text

Working with Graphics

Using AutoShapes

Manipulating Graphical Objects

Working with Templates and Slide Designs

Applying and Modifying Template Designs

Applying and Modifying Layouts

Custom Animations, Interactions, and Action Buttons

Animating Bulleted List

Applying Slide Transitions

Hyperlinking Action Buttons

Multimedia Objects

Adding Sounds and Movie Clips

Adding and Modifying Pie Charts

Publishing and Distributing Presentations

Saving Presentations for the Web

Packaging Presentations for CDs

Summary and Conclusion

There will be two 15-minute breaks and an hour for lunch.