

Lesson 1: Create Power Presentations from Scratch

- IDEAS DRIVE PRESENTATIONS
 - So start with capturing your ideas in words
 - IGNORE design templates; that will come later
- Steps:
 1. Create a BLANK PRESENTATION
 - Click FILE MENU and NEW and BLANK PRESENTATION
 2. Start in OUTLINE MODE
 1. Click VIEW MENU and OUTLINE VIEW
 3. Outline View Mechanics
 1. ENTER key will create a new line (bullet point)
 2. SHIFT + TAB will OUTDENT and at the farthest to the LEFT outdent will create a new PAGE/SLIDE
 3. TAB will indent
 4. Power Through Capturing All Of Your Thoughts
 1. Get the major ideas first
 2. You are in brainstorm mode
 3. Then add in details as you think of them
 4. Rearrange the slide groups by clicking and dragging
 5. Lastly, switch to SLIDE SORTER VIEW to see an Overview
 1. And also to rearrange ideas again
 6. Give it a break and come back to review your outline