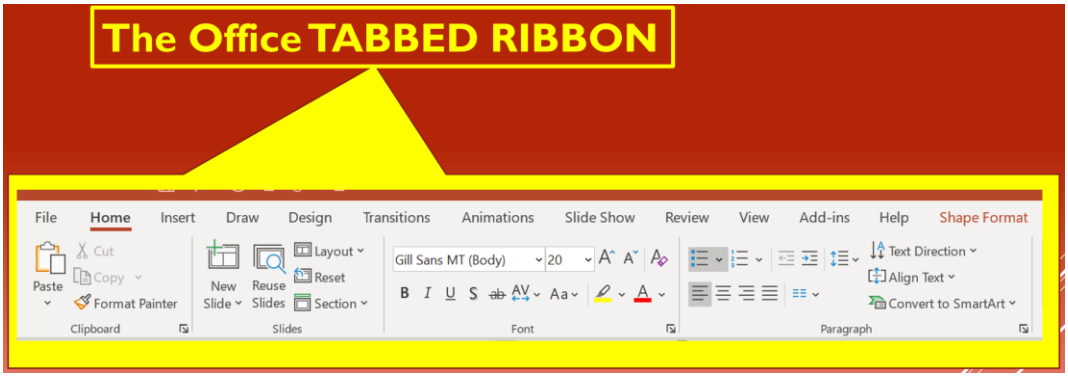
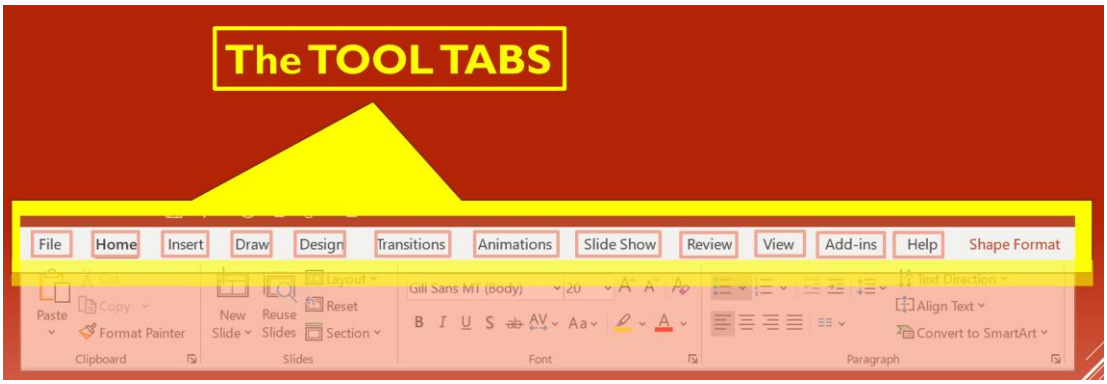
Power UP! Training PowerPoint Create Professional Presentation Strategy

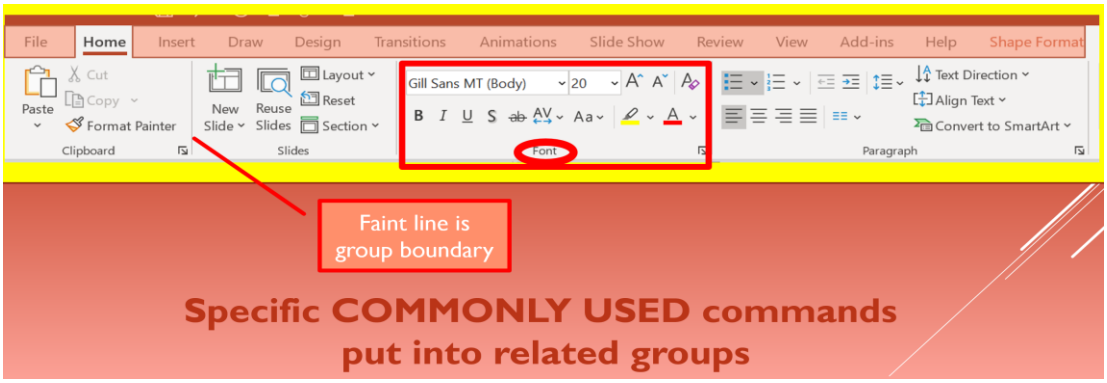
The Handout Step by Step

This is the working notes from the Power UP! Training class about learning PowerPoint in a half an hour. Use this handout with the video found at https://Power-UP.training/powerpoint/30-minutes

The Ribbon Menu Layout



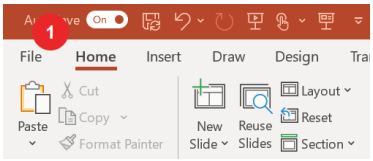


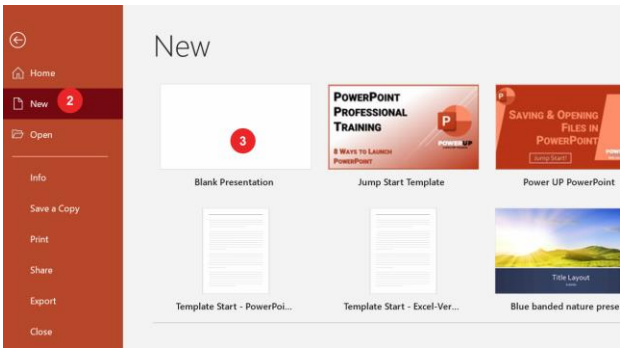




Step 1: Start with a Blank Slide

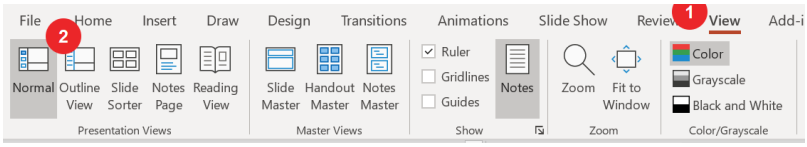
- Launch PowerPoint
- If not showing, click (1) FILE and (2) NEW and select (3) Blank Presentation



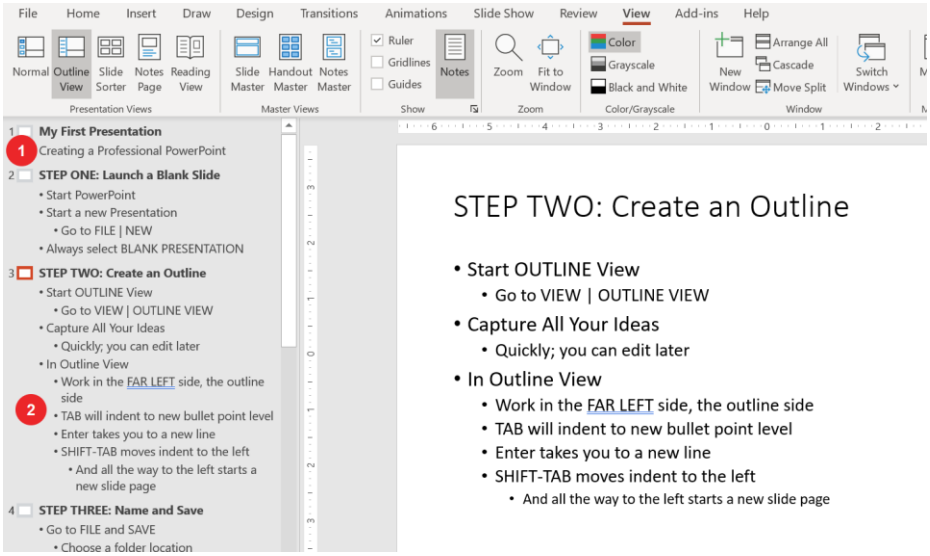


Step 2: Capture Ideas in Outline Mode

- Go to Ribbon Menu and select (1) VIEW and (2) OUTLINE VIEW

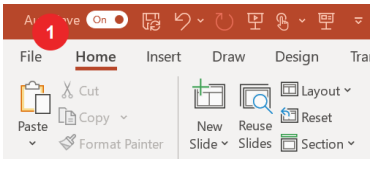


- Type in all your ideas on the (1) LEFT pane
  - The ENTER key will create a new bullet line
  - TAB key will indent bullet points
  - SHIFT+TAB will "outdent" bullet points (move line to the left)
  - SHFIT+TAB enough times to go to the farthest left to create a new slide

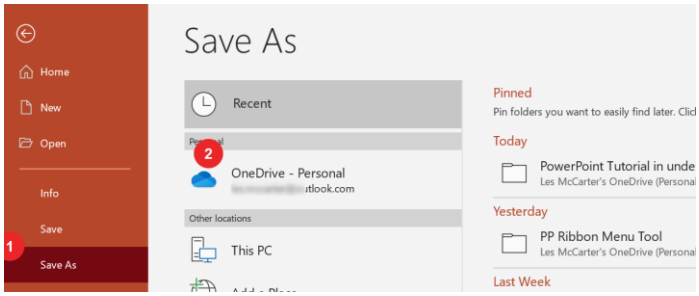


Step 3: Name and Save

- Before going too long, SAVE the presentation in an appropriate folder
- Click FILE and SAVE
  - The first time you save, you will be given a choice of a location and then a name
  - Name it
  - Click SAVE

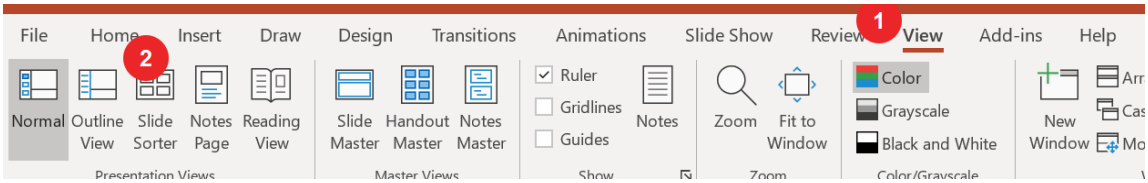


- Afterwards, FILE and SAVE will just save an update (if you are running Office 365, then it will automatically save, all the time)

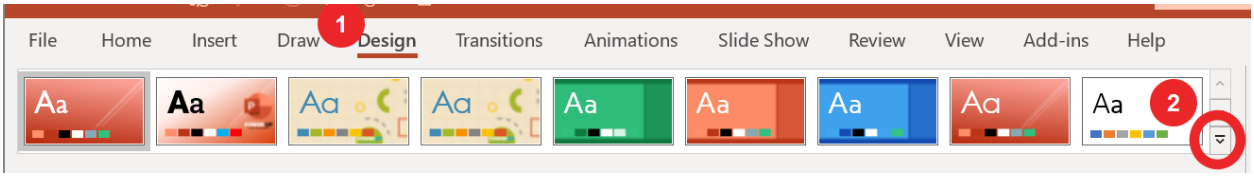


Step 4: Apply a Design Look

- Go to (1) VIEW and (2) SLIDE SORTER VIEW to see all slides



- Go to (1) DESIGN and click the (2) down arrow



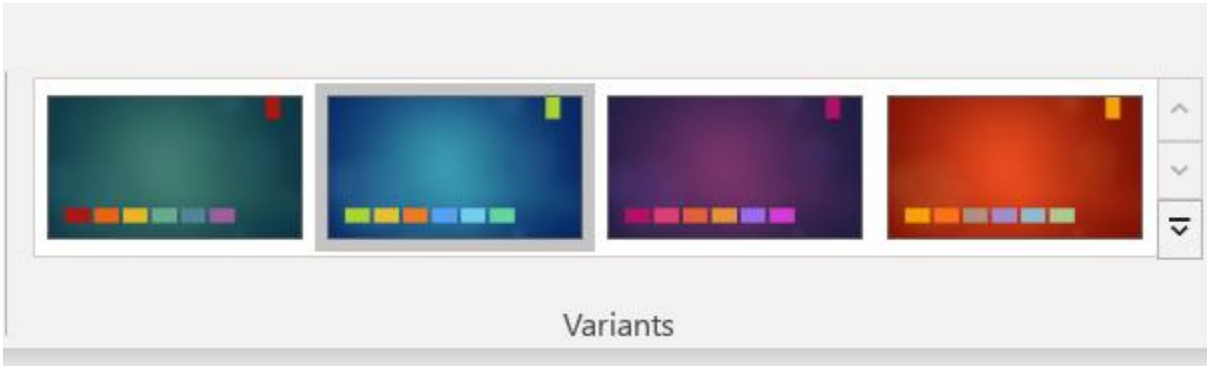
- Which reveals all the design theme choice. Click on different ones to see what fits your outline and target audience.



- If you want to customize with a new color scheme or font family, click the down arrow to the right of the VARIANTS group



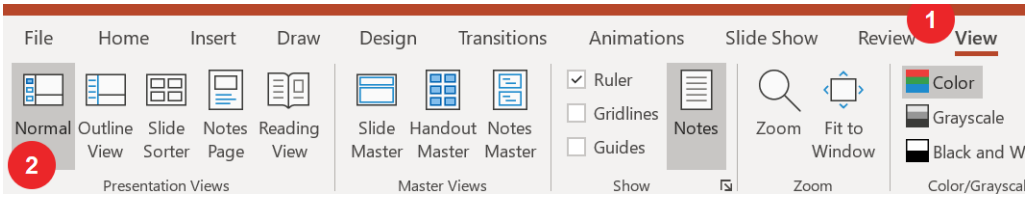
- To easily add a great variation on an existing them with matching colors, fonts, and backgrounds, choose one of the premade variants to make the current theme look more unique:



Step 5: Customize Individual Slides

Office 365 PowerPoint Version using DESIGN IDEAS

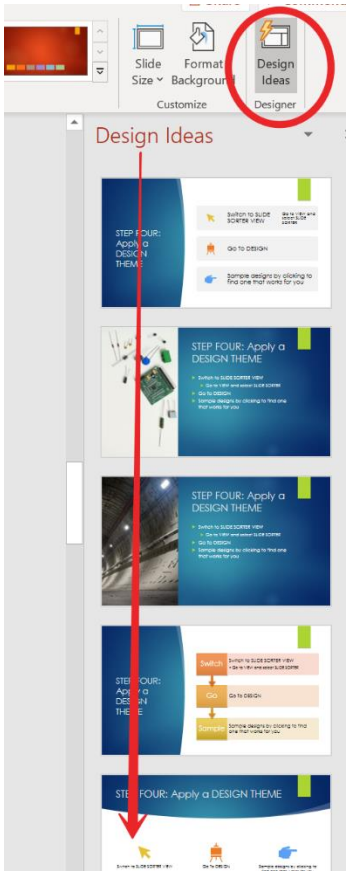
- IMPORTANT, start in NORMAL view
  (Go to VIEW and NORMAL)



- IMPORTANT, select a specific slide to change (it is best if created from the outline mode)
- Select the DESIGN tab menu



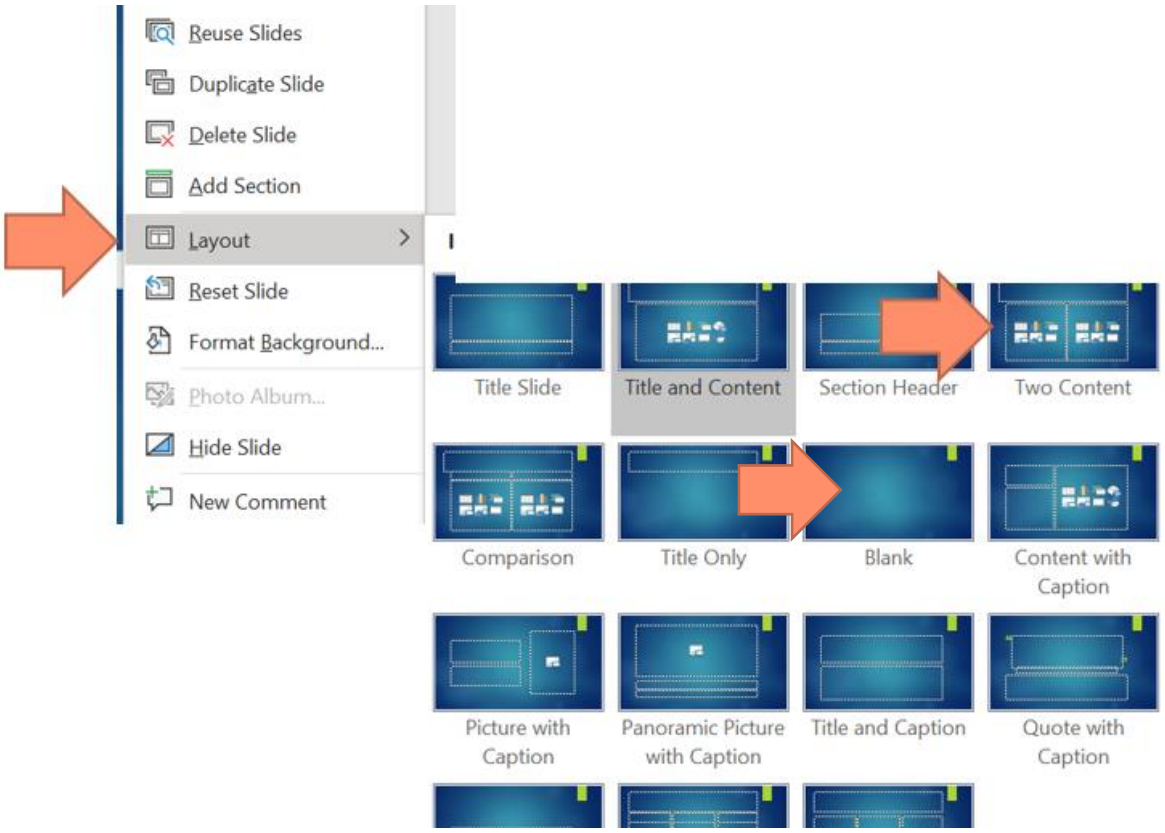
- Click on DESIGN IDEAS to see a list of custom designs for your slide



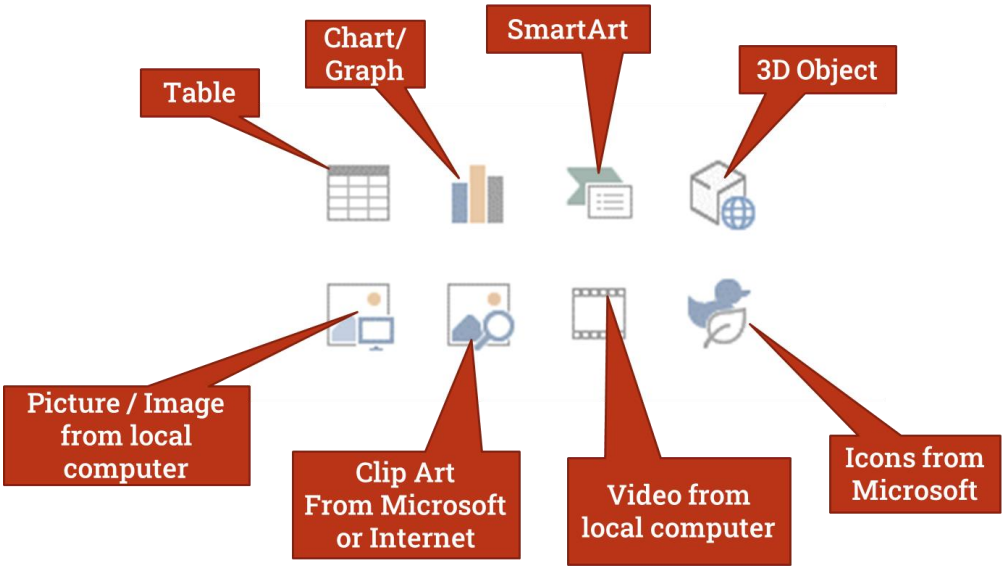
- Click to sample. The Design is applied only to that one selected slide.

Customizing Slides by Hand – Works with All Versions of PowerPoint

- With an existing slide, change the LAYOUT to TWO CONTENT by working in NORMAL view and RIGHT MOUSE CLICKING on the thumbnail of the slide you wish to change.

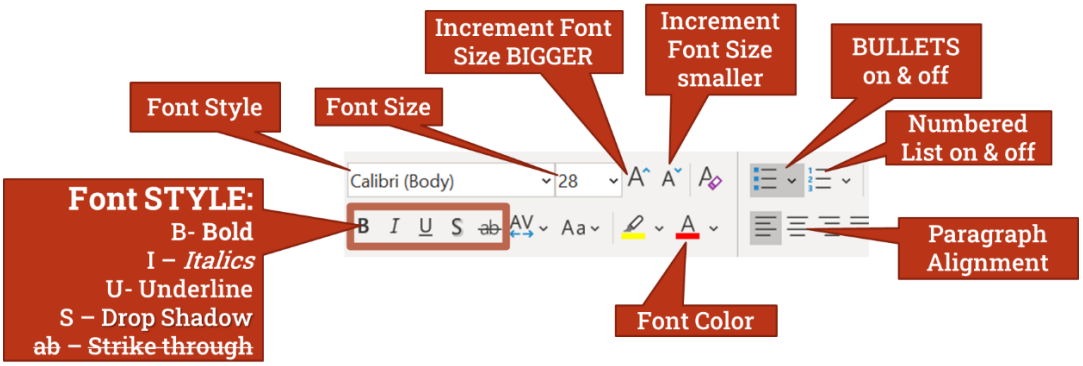


- Now there will be an empty content box on the right. Choose the type of content you need to illustrate your slide:



Change Text Formatting or Create Number & Bullet Lists

- First highlight the text or the line, then use the HOME menu to access these shortcut action icons:



Step 6A: Add Slide Transitions

- Go to TRANSITIONS menu
- Choose a type
- Choose APPLY TO ALL (stick to one style!)

Step 6B: Add Animation

- Select the TEXT BOX (not individual text lines)
- Go to ANIMATION menu
- Choose a type
- Want individual lines to appear with each click? Choose START "ON CLICK"

Step 7: Present Presentation

