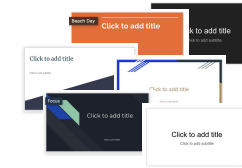# Using Power Point

Rey Abolofia

Start with an outline

This will be your first slide after the title slide.

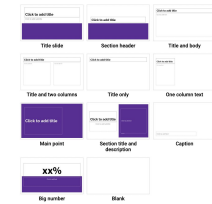- Style templates
- Adding text to a slide
- Adding images to a slide
- Slide transitions / animations

Templates do the styling work for you!

Templates add color!

Templates each provide several slide options!
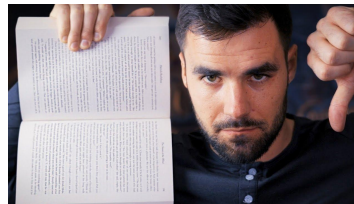

Use the text box tool to add text

- **Select the text box tool**
- **Click and drag to place a text box**
- **Click in text box to begin writing**
- **Change the color, font, size to your liking**

Show don't tell with Images

People hate reading.

Use images, pictures, or drawings whenever possible.

Animations are fun

But
Don't
Go
Overboard

Too many transitions can be distracting

Only use a transition if you have to.

Conclusion

Share what you've learned

- **Use a Template!**
- **Add Text!**
- **But Prefer Images!**
- **Avoid Animations!**

Thank you!