# PowerPoint Basics

## PowerPoint Interface

## Quick Access Toolbar (QAT)

## PowerPoint Ribbon

## PowerPoint Presentation Interface

## PowerPoint Status Bar (ie. Views)

## Creating New Presentation

### FILE – NEW

### CTRL + N

# PowerPoint Master Slides

## VIEW tab – MASTER VIEWS – SLIDE MASTER

### Create consistency in look and feel of presentation

### Slide text formatting

### Logos

### Background color

## Each slide layout has a Master Slide

## Create custom slide layouts

# Working with PowerPoint Video

## Online Video

### INSERT tab – MEDIA – VIDEO – ONLINE VIDEO

### URL

## PC Video

### INSERT tab – MEDIA – VIDEO – VIDEO ON MY PC

### Slide Layout content placeholder

### Insert Video

# Animating Text in PowerPoint

## Animating Bullet Lists

### Animate entire list together

### Animate bullet levels individually

### Add multiple animation effects

### Fade bullets in

### Fade bullets out

### Animation Pane

### Change order of animations

### Adjust timing/order of animations