# 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