



Co-funded by
the European Union



I.MAM
VIRTUAL



Co-funded by
the European Union



LESSON 2

HOW TO USE POWER POINT

I.MAM VIRTUAL – 101083431 Programme(s): Erasmus+
(ERASMUS+) Topic(s): ERASMUS-EDU-2021-VIRT-EXCH-NDICI
Type of action: ERASMUS Project Grants ERASMUS-EDU-2021-
VIRT-EXCH- Virtual Exchanges



What is Power Point?

- PowerPoint is a powerful tool for creating visual presentations.
- Useful for business, education, and personal projects.
- We'll cover the basics: creating slides, adding content, and delivering your presentation.



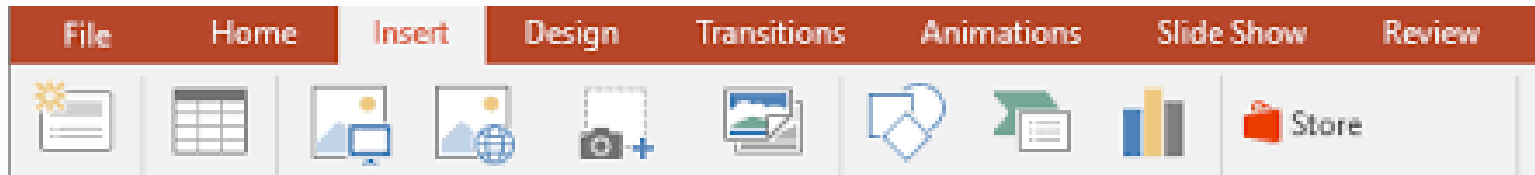


GETTING STARTED WITH POWER POINT

- Open PowerPoint from your start menu or applications folder.
- Choose a template or a blank presentation.
- Familiarize yourself with the interface: Ribbon, Slide Pane, and Notes Section.

CREATING SLIDES

- Click "New Slide" in the Home tab.
- Choose different slide layouts based on your content needs.
- Rearrange slides by dragging them in the Slide Pane.

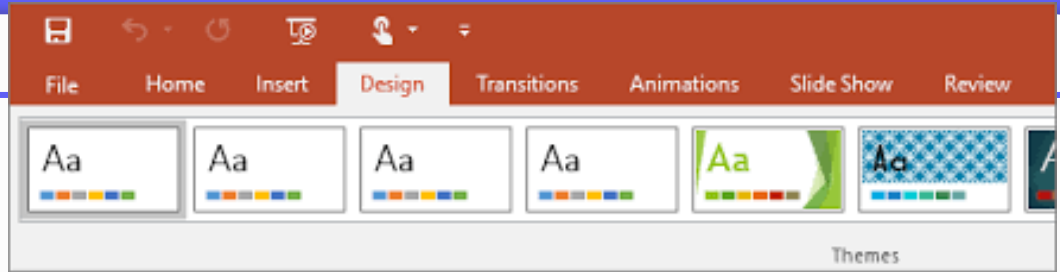




Co-funded by
the European Union

ADDING TEXT

- Click on a text box to type.
- Use the formatting options in the Home tab to change font, size, and color.
- Use bullet points for lists to keep text organized and easy to read.



ADDING IMAGES AND MEDIA

- Go to the Insert tab to add pictures, videos, and audio.
- Resize and move media elements to fit your slide design.
- Use the Format tab to adjust image properties and add effects.



USING TRANSITIONS AND ANIMATIONS

- Transitions: Select a transition for how slides change.
- Animations: Animate text and objects to appear on a slide.
- Use the Transitions and Animations tabs to customize effects.

ADDING CHARTS AND GRAPHS

- Insert charts from the Insert tab.
- Choose the chart type that best represents your data.
- Customize chart elements like titles, labels, and colors.





REVIEWING AND EDITING

- Use the Review tab to check spelling and grammar.
- Rehearse your presentation with the Rehearse Timings feature.
- Edit slide content and layout as needed for clarity and impact.

PRESENTING YOUR SLIDESHOW

- Start the presentation by clicking "Slide Show" or pressing F5.
- Use the arrows or spacebar to navigate through slides.
- Engage your audience with eye contact and clear speech.





TIPS FOR EFFECTIVE PRESENTATIONS

- Keep slides simple and uncluttered.
- Use high-quality visuals and consistent fonts.
- Practice your presentation multiple times.





Co-funded by
the European Union

THANK YOU!



“Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.”