PowerPoint

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PowerPoint is a fantastic program for its designed purpose – to give illustrated talks to crowds with the use of a projector. Handout PowerPoint outlines and printed slides can be used during such a presentation. Although many persons try to use PowerPoint for printing publications, it is not designed for that application and far superior results can be obtained with Microsoft Publisher, or even Microsoft Word.

PowerPoint is easy to use with little practice. It is a matter of logic and the instruction manual is seldom needed.

The program comes with many templates to use for a wide variety of effects. Some are as simple as the following slide that gives you the option of adding type with a simple click of the words in the boxes.

Font selection and type sizes are selected with the standard drop down menus provided by Windows.

Click to add title

Click to add subtitle

In addition to design templates provided with the program, Microsoft provides additional ones at:
http://office.microsoft.com/en-us/templates/CT010161571033.aspx and http://office.microsoft.com/en-us/marketplace/CE010958231033.aspx
(The hyphen is part of the address.)

Scores of other templates can be found at free download sites across the WEB. Some of the best I have found are at:
http://www.soniacoleman.com/templates.htm
Many more can be found with a simple search of Goggle using the following search **"PowerPoint templates"** +free
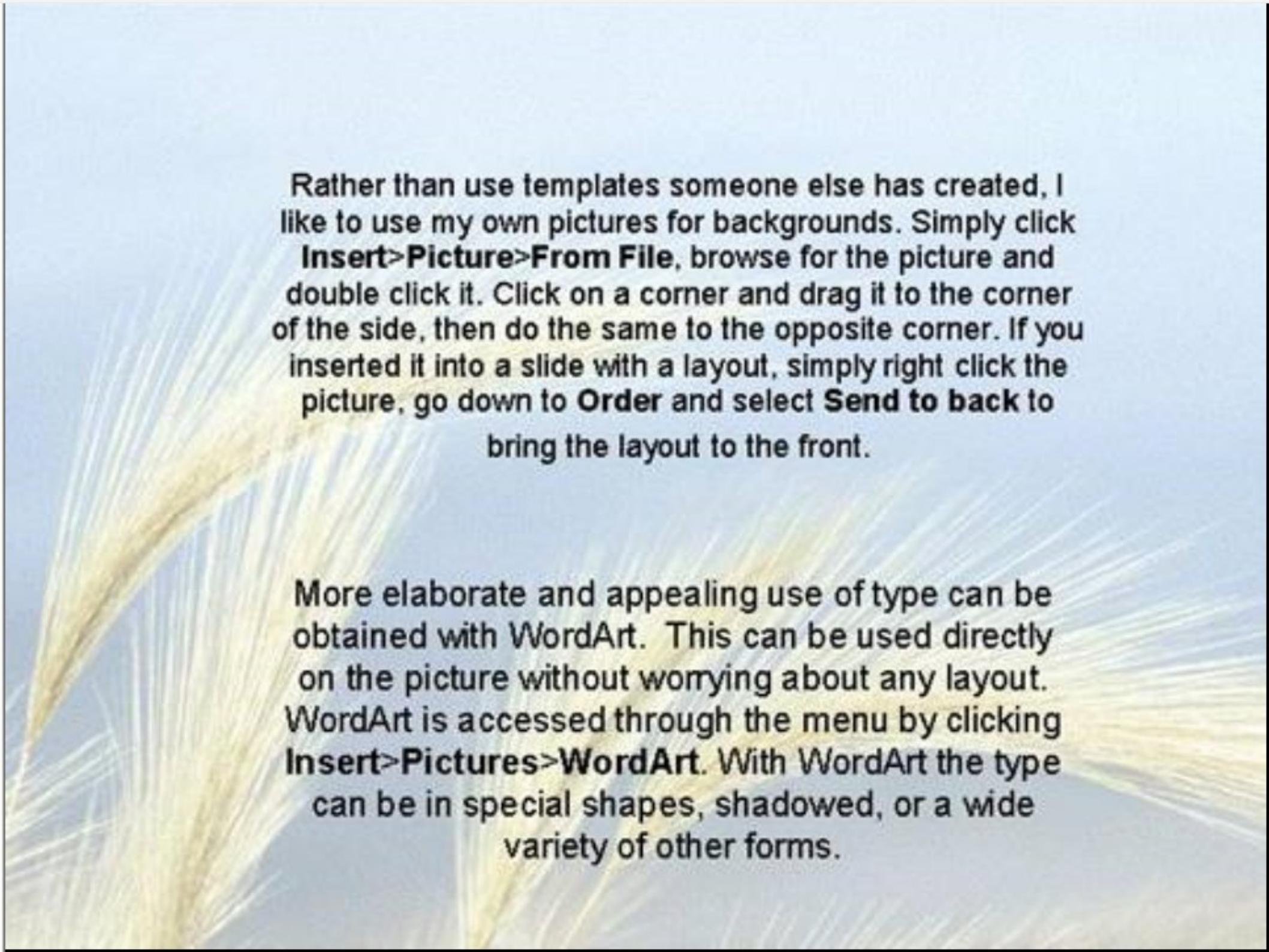
Downloaded Template

- Some free ones are better than the ones you purchase

Rather than use templates someone else has created, I like to use my own pictures for backgrounds. Simply click **Insert>Picture>From File**, browse for the picture and double click it. Click on a corner and drag it to the corner of the side, then do the same to the opposite corner. If you inserted it into a slide with a layout, simply right click the picture, go down to **Order** and select **Send to back** to bring the layout to the front.

More elaborate and appealing use of type can be obtained with WordArt. This can be used directly on the picture without worrying about any layout. WordArt is accessed through the menu by clicking **Insert>Pictures>WordArt**. With WordArt the type can be in special shapes, shadowed, or a wide variety of other forms.

Simple text boxes – **Insert>Text Box** – can be used with your own picture. Standard type can be inserted. WordArt can also be used, as well as bulleted text for an outline.

Oooops

1. First Point

2. Second Point

3. Third point

4. And so on.

Wash out

By using **Wash Out** you can turn your picture into a subdued background. Right click the picture, select **Format Picture**, Select the **Picture** tab, and set **Brightness** to around 60% and **Contrast** to 25%. Then change these percentages to fine tune to your liking.

- Fade the picture out

- Make the type stand out

- Simple operation

Play with PowerPoint

Don't wait until you have a deadline. Play with PowerPoint and get the feel of its POWER. When you need it you will be able to make a presentation that will dazzle your audience.