

# LIONS District 105M IT TRAINING

Short Introduction to Microsoft Powerpoint

Date 08/04/2001

## Aims of the Course

To introduce the basic concepts of Presentation Software.

To teach basic use of Microsoft Powerpoint.

To show some more complex features, and give delegates a feel for the potential.

## A Demonstration of Building a Presentation

New Blank Presentation

- It's still the content of what you present that matters most
- I find it best to use a BLANK presentation to get the content right
- Then worry about colour, font, pictures etc later

Choose from the offered selections of Slide Types.

When it says CLICK HERE TO ENTER TEXT, that's exactly what you do.

There's usually some kind of title slide - **Our Organisation**, By Mick Hand

Often there are BULLET POINTS - **District 105M**

Based in the Midlands, 100s of Clubs, 1000s of Members  
Fundraising, Fellowship, Fun

Perhaps there will be some complex slides with Words and Pictures

Our District Governor - <cartoon picture>, Lovely singing voice

Now all the content is in place take a quick look at the Slide Show.

It's a bit boring, lets Slide Transitions

- Less is More – too much flashy sound & movement can distract from the message
- Normal presentations are all manual, driven by clicks. If you think you will ever want this to run automatically, enter some times per slide (about 6 seconds)

Better, but still too plain.

Let's add a fancy DESIGN TEMPLATE. Microsoft have include some of these (sometimes you may need the original Powerpoint CD to use them). For now we'll just use whatever's installed on the PC.

That's much better.

*The IT Committee intends to provide a Design Template using Lions logos and colours.*