


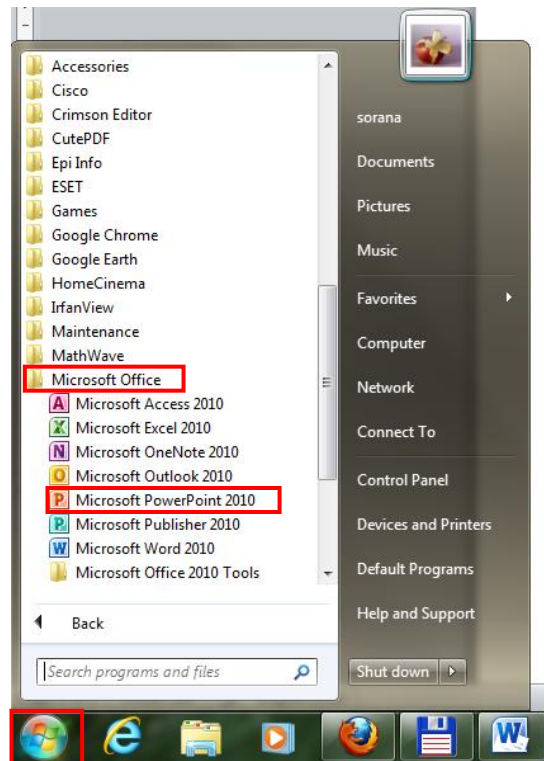
MICROSOFT POWERPOINT: HINTS

Effective PowerPoint presentations:

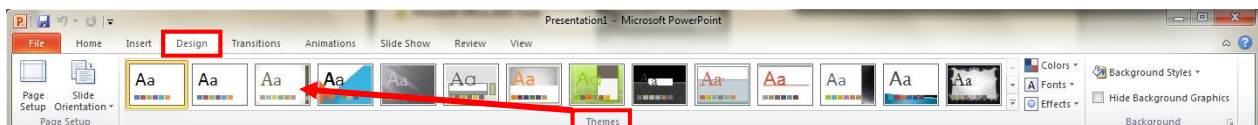
- Slide design:
 - High-contrast (black and white)
 - Fonts: minimum 20
 - Use for each slide a title
- Content:
 - Clear and concise
 - Ideas not sentences OR phrases (easy to read text)
 - Image / diagram / graphical representations (2D graphs NOT 3D graphs) is better than text
- ...

HINTS

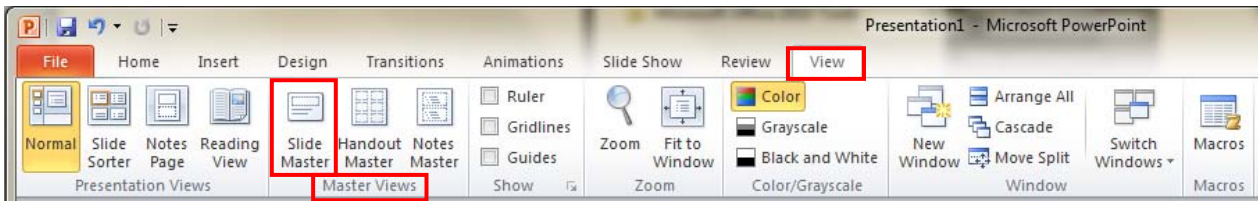
- To create a new PowerPoint presentation:
 - [Start () – Microsoft Office – Microsoft PowerPoint 2010]



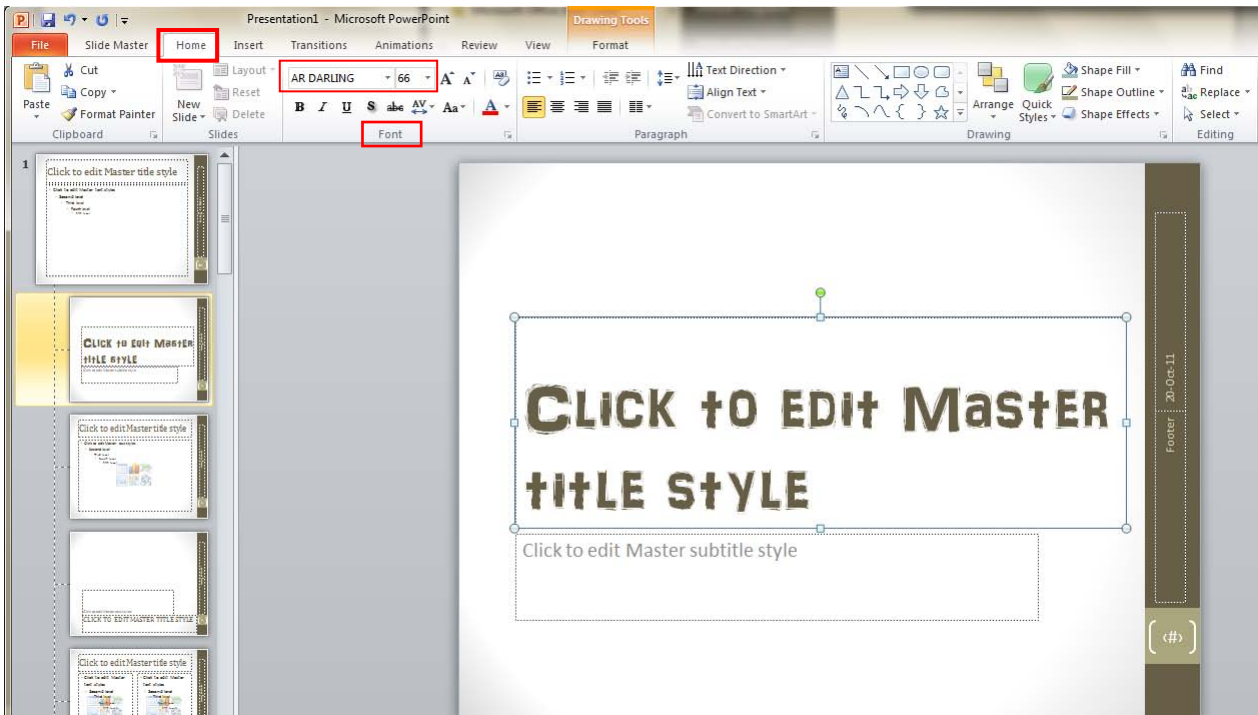
- Choose a design: [Design - Themes]



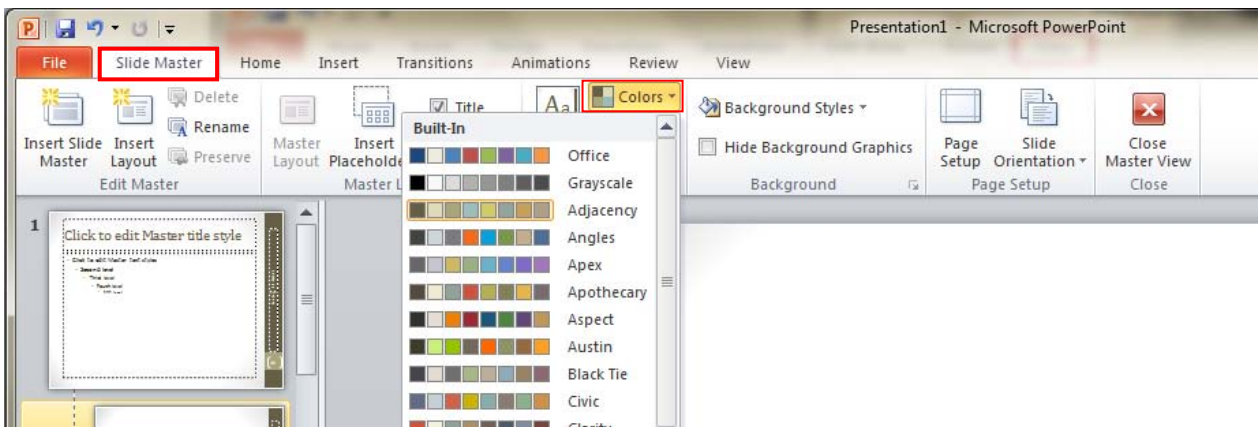
- If you want to modify Slide Master: [View – Master Views - Slide Master]



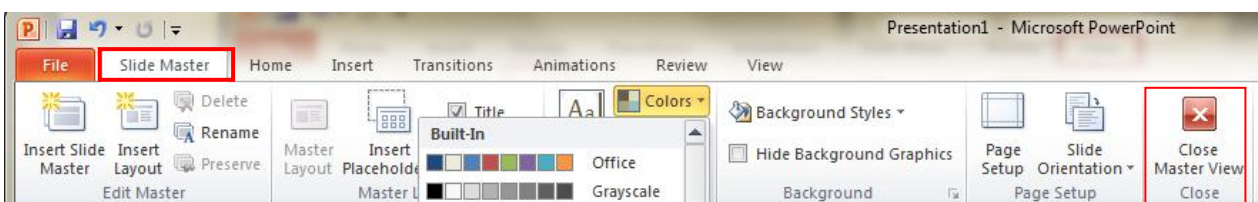
- To change the Fond Style: select the text box on which you want to apply the new style and [Home – Font – AR DARLING]. It is possible to change all predefined formatting.



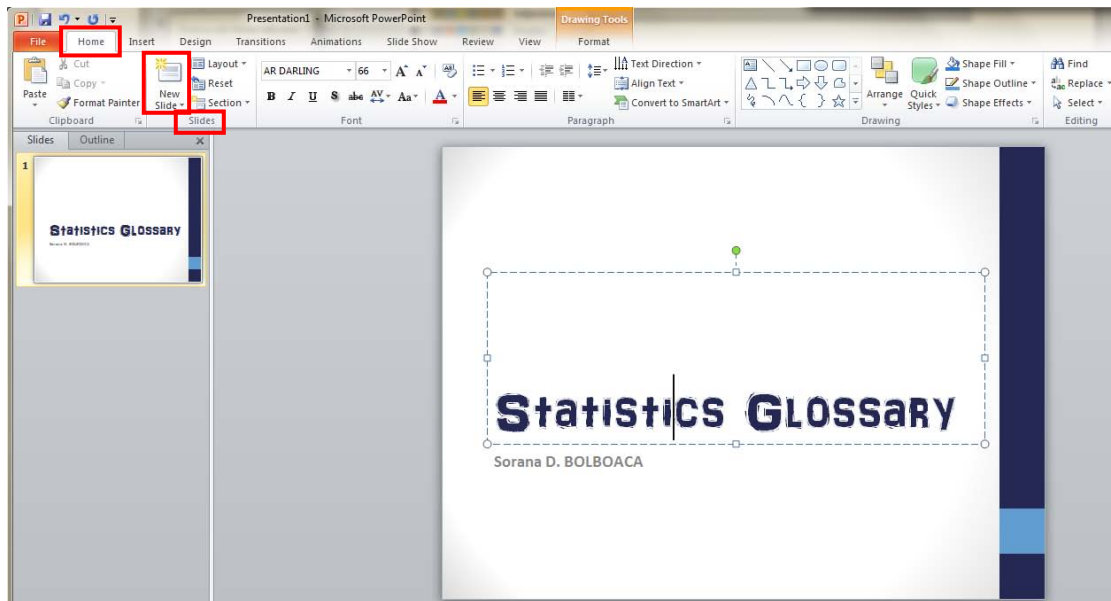
- To change the colors schema: [Slide Master - Colors]



- To validate the changes: [Slide Master – Close Master View]



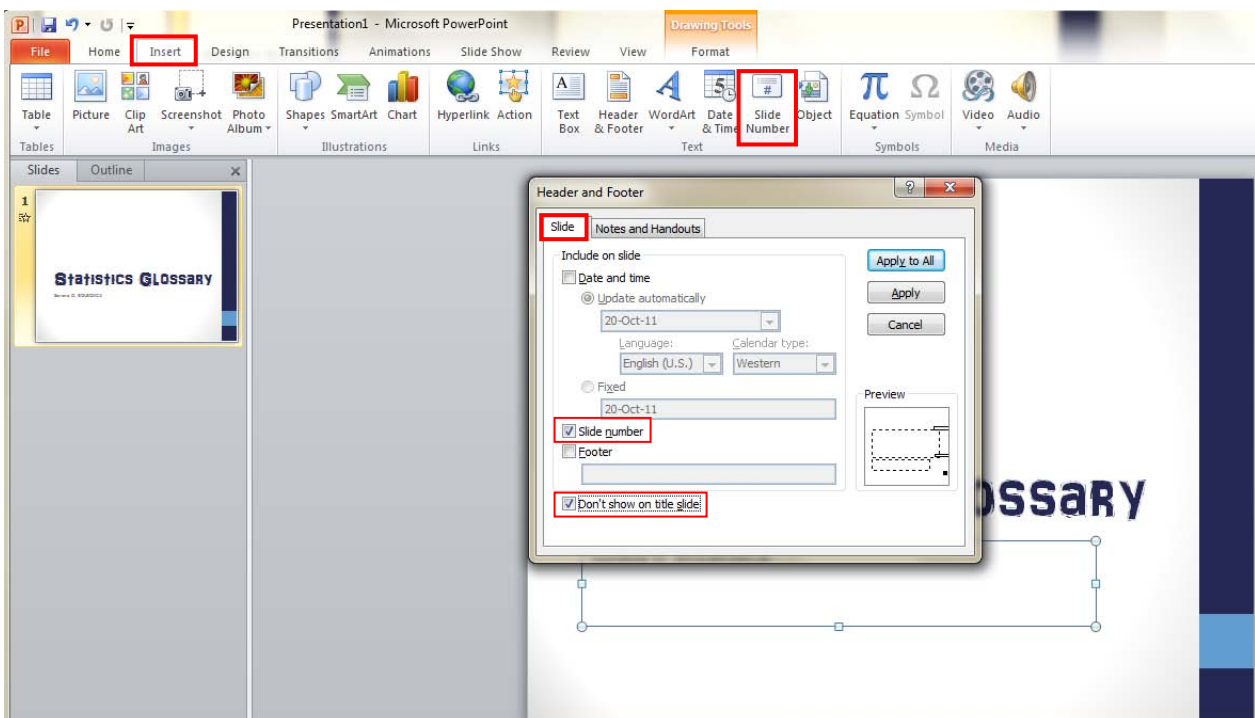
- In Title text box please provide the title of your presentation. In subtitles text box please insert your name and affiliation (the correct name of university as well as the faculty).
- To insert a new slide: [Home – Slides – New Slide]



- To apply a transition: [Transitions – Choose a Transition Type – Apply to All]



- To insert the slide number: [Insert – Slide Number – Slide – Slide number & Don't show on title slide]



- To insert an action button: [Insert – Shapes – Action Buttons]
- To use predefined WordArt: [Insert – Text - WordArt]
- ...