Lesson Plan: Creative Uses of PowerPoint

Purpose & Objectives

This workshop gives you an overview of PowerPoint basics as well as tips and tricks you need to make your PowerPoint presentations more exciting.

After completing this workshop, participants will be able to:

• Utilize PowerPoint templates and change themes and background styles.
• Add slides and choose different slide layouts.
• Insert images, tables, shapes, multimedia, notes and action buttons.
• Add animations, transitions and audio to a PowerPoint presentation.

Audience

● Faculty
● Staff
● Students

What We Cover

I. Getting Started
   A. Creating a presentation (From Scratch, Template)
   B. Formatting a Presentation (Themes, Variants, Background Styles)
   C. Editing Placeholders (Titles, Subtitles, Text)

II. Adding Slides and Content
   A. Creating Slides (Layouts, Sections)
   B. Inserting Images, Links, Tables, Shapes, Charts, Video, and Speaker’s Notes
   C. Slide Master

III. Creating a Slideshow
   A. Animations and Transitions
   B. Adding Audio
   C. Presenter View