

# Mastering PowerPoint



## 1. What is the point?

- Text vs. Graphics, Static vs. Dynamic
- Supplementary vs. Direct Guide // Information vs. Demonstration

## 2. Basics

- Cards / Slides -- Templates vs. Blank
- Background – Singles vs. All Slides

## 3. Foreground Content:

- Text fields --- (*Beware of Fonts*)
- Graphics vs. Clip Art

- **Note:** *Master Slide*

## 4. Dynamic Content

- Hyperlinks
- Movies
- Action Buttons

## 5. Dynamic Control

- Transitions
- Animations – Schemes vs. Custom
  - *Entrances / Exits / Emphasis*
  - *Timing, repeats, etc.*
- Anticipating talk & audience
  - *Auto-advance vs. manual*
  - *Daisy Chain vs. Digression*

## 6. Examples provided in class & online