SSVC180 PRESENTING IN POWERPOINT

Presenter: Erica Finken, Writing Center consultant  
612-728-5154 • efinken@smumn.edu

Materials: Your Saint Mary’s login name and password. If you don’t have them, check with the IT Helpdesk in LaSalle Hall 218 or call 612-728-7800

Workshop Topics

- Introduction, Directions, and Agenda
- Opening and Saving a PowerPoint (PPT)
- Organizing Your Information
- Slides
  - Inserting Slides
  - Changing Slide layouts
  - Deleting Slides
- Slide Design: PPT Best Practices
- Adding Text
  - Bullet Points
  - Formatting Text
  - Citing Information Sources
- Inserting Images into a PPT
  - Copyright
- Viewing Your Slideshow
- Other (if time or interest)
  - Slides Numbers
  - Slide Notes
  - Adding Animations to PPTs
- Printing a PPT
- Emailing a PPT