



Intermediate PowerPoint 2016

Hannah

Digital Literacy Specialist



Where to learn more

- <https://support.office.com/en-us/powerpoint>
- Lynda.com through Skokie Public Library
- <https://www.gcflearnfree.org/powerpoint2016>
- Gale Courses through Skokie Public Library



What we will cover:

- Themes
- Master Slide
- The Insert Tab
- Smart Art
- Notes
- Presenter view
- Printing
- Adding audio or video



Quick Design Tips

- Keep it simple!
- Choose a few fonts and colors and stick with them.
- Be consistent.
- Use images, transitions, and animations when they will have the most effect.



Questions?

Thank You

Want a copy of this presentation?
Visit www.skokiellibrary.info/handouts
where this presentation will be available
for four weeks.

