



# Microsoft PowerPoint 2016 for Beginners

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# What is PowerPoint?

- Microsoft PowerPoint 2016 is one part of Office 2016.
- Create electronic presentations consisting of a series of separate pages or slides
- Great way to use pictures, graphics, and text to tell a story, teach something, or persuade an audience.



# Ways to learn more about PowerPoint:

- [www.gcflearnfree.org](http://www.gcflearnfree.org)
- Lynda.com free if you go through the library's website
  - [SkokieLibrary.info](http://SkokieLibrary.info), then click on Resources > Online Training and Tutorials > Lynda.com
  - Need a Skokie library card



# What do you want to do?

- Sales pitch for work
- Personal photo slideshow, on continuous loop
- Educational materials for a group



# Definitions

## Slide

- Each presentation is made up of one or more slides.
- Slide order is easily changed.



# Definitions

## Text/Copy

- A presentation may include text, also called copy
- You can type or find text from other places (remember to cite your sources)



# Images

- Include your own images, graphs, and illustrations from your own collection.
- Find images online

# Thank You

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