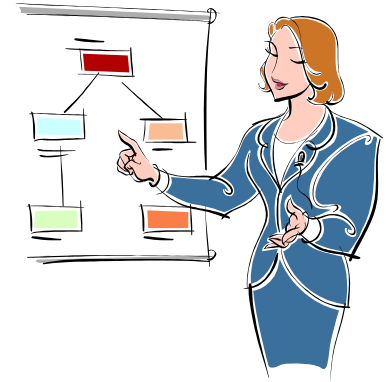


Basic Presentation Design Concepts and Functions



Selecting Slide Layouts

- Slides
- Text _____
- Content _____
- Text and content layouts
- Others
 - Media clips
 - Charts
 - Clipart

Designing a Presentation

- Title Slide-_____ the presentation to the audience.
- Text Slide-_____ and phrases that convey the _____.
- Bulleted List-A list of paragraphs, each preceded by a _____.
- Object Slide-Clipart, images, and graphs that assist in _____ of the message.

Creating a Design Template

Choose a Design

- Template
- _____ scheme
- _____ scheme

Personal Color Scheme

To design your own color scheme:

- Select *Format* from the menu options.
- Select _____.
- Choose from the color schemes provided or create your own color scheme by selecting the *More Colors* option.

Enhancing a Slide with Word Art, Clipart, and Bullets

- Word Art
- Clip Art
- Bullets
- Fonts
 - Use different fonts to _____ your presentation.
 - Select *Format* from the menu options.
 - Select *Font*.
 - The font, font style, effects, size and color can be altered from the font menu.

Types of Views

Defining Views

- Normal (Slide) - Used to compose and _____ slides.
- Outline - Used to _____ and manage information.
- Slide Sorter - Used to view and _____ slides.
- Slide Show - Used to _____ a presentation.
- Notes Page View
 - The Notes Page View is used to type speaker _____ for use during a presentation.
 - This view may be used as a _____ during the presentation.

Saving and Retrieving Files

- Save _____ Command
 - Click File, Save As
 - Enter a filename
 - The file will have a .PPT extension.
- Retrieve
 - Click File, _____.
 - Browse to locate the desired file.
 - Click Open.