



University Information  
Technology Services

# **Microsoft Office: PowerPoint 2013**

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## **Intro to PowerPoint**

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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# University Information Technology Services

## Intro to PowerPoint

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## Introduction

Microsoft Office PowerPoint 2013 is a presentation software application that aids users in the creation of professional, high-impact, dynamic presentations. Slides are the building blocks of a PowerPoint presentation. By using slides, the focus is not only on the speaker, but on the visuals (slides) as well.

The latest version of Microsoft PowerPoint 2013 includes advanced and easy-to-use features. It helps you create powerful presentations. It includes more choices for getting started, which includes:

- New and improved presenter tools
- Better design tools
- Improved video and audio support
- A new comments pane.

With Microsoft PowerPoint 2013, you can easily capture and insert screenshots and images into your presentation. The video formatting tool allows you to change brightness, contrast, video shapes, borders, and effects. Two of the most striking and important features of Microsoft PowerPoint 2013 are the broadcasting and collaboration tools. Indeed, PowerPoint 2013 supports simultaneous editing of presentations by multiple users and lets you present a slide show over the Web via new sharing options.

## Best Practices for creating presentations:

Slide layout, font, color scheme, and content are the main components to developing a great presentation. Follow the guidelines below to create a good presentation:

- Identify the critical information that needs to be presented and include it in your presentation.
- Use no more than six bullet points per slide.
- Keep bullet points short and to the point. Incomplete sentences are okay.
- Minimize the number of font types used in your presentation.
- Keep font sizes consistent.
- Do not make all of the text uppercase.
- For contrast, use a light-colored font on a dark background and vice versa.
- Use bold formatting to make appropriate words stand out.
- Minimize the use of italics. They are more difficult to read.
- Do not vary the look of one slide greatly from the next. Consistency is key.
- Identify text that can be represented pictorially and use appropriate graphics in its place.
- Remove unnecessary graphics that are not relevant to the information presented.

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