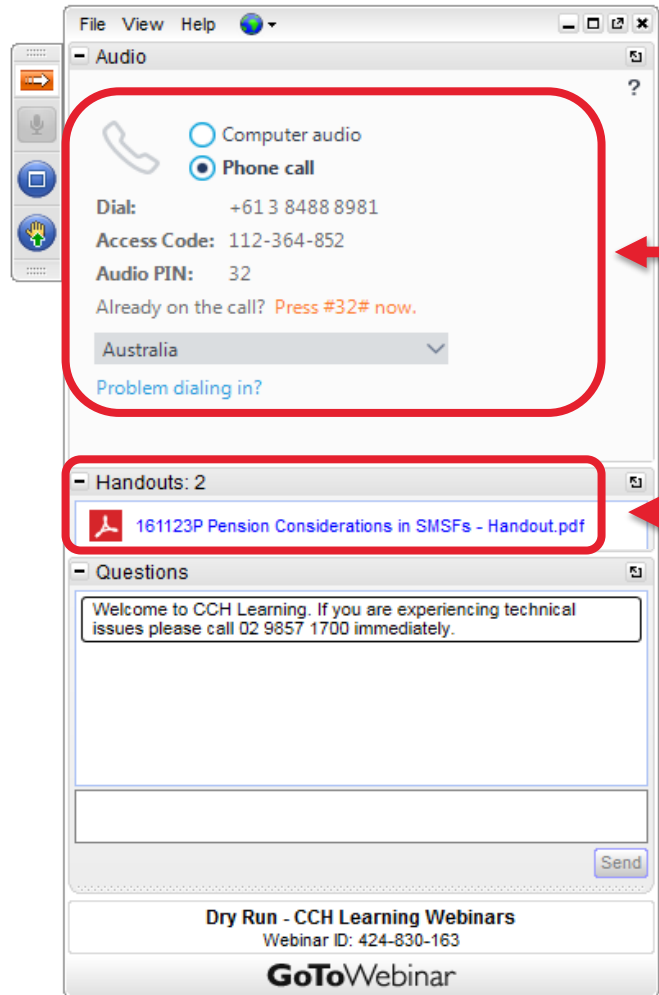# The Best of PowerPoint

Waqar Awan

Thursday 1 February 2024
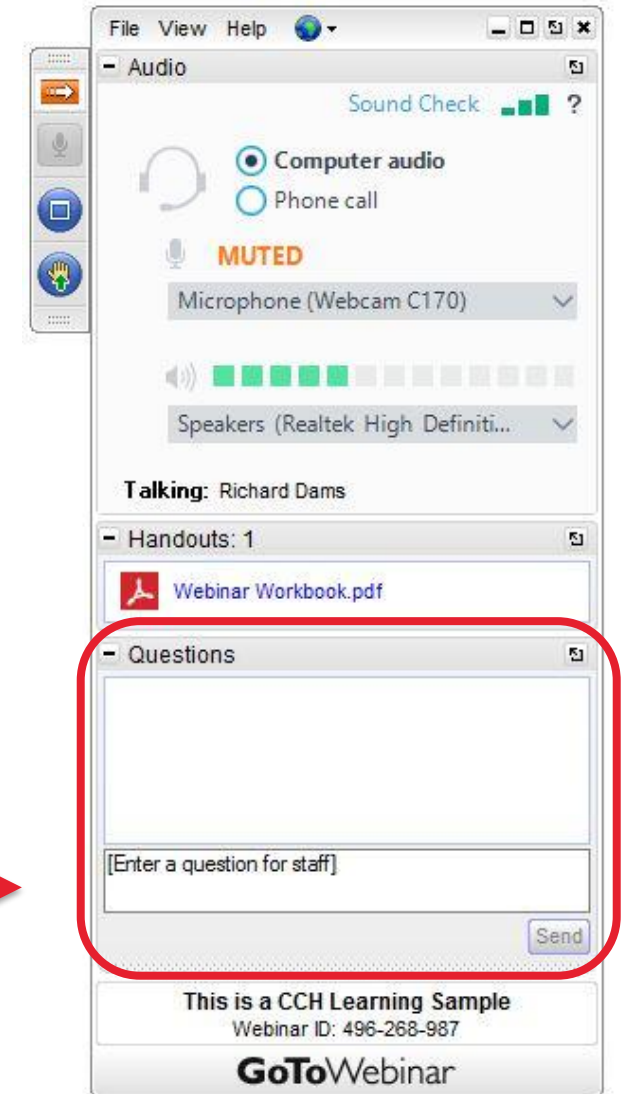
How to Participate Today

- Sound Problems? Toggle between Audio and Phone

- PowerPoint? In the Handouts Section

- E-learning Recording? Within 24-48 hours you will receive an email notification

Questions?

Susannah Gynther
Moderator

Type your
question and hit
Send

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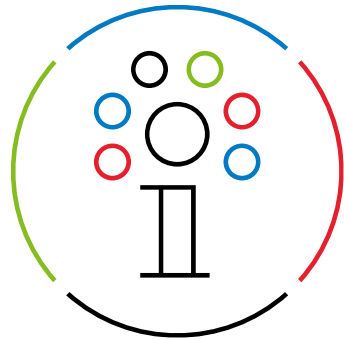Plus, your CPD hours will be recorded automatically.

Find Out More!

Your Presenter

- **Waqar Awan**
- Applications Trainer
- Lumify Work

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Today's session will cover

Topics Covered

- Overview of PowerPoint and Its Features

- Process of Creating PowerPoint Slides

- Microsoft Power Point User Interface (Demo)

- Working with Slides (Demo)

- Selecting the PowerPoint Design (Demo)

- Adding Text to the Slides (Demo)

- Adding Table to the Slides (Demo)

- Working with the Images and Graphical Objects (Demo)

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PowerPoint and Its Features

What is PowerPoint?

- PowerPoint is a presentation software developed by Microsoft.

- It is a versatile tool used for creating dynamic and visually appealing slideshows for various purposes

- Key Features

  - **Slide Creation:**

"PowerPoint allows users to create individual slides, each acting as a canvas for presenting information."

  - **Multimedia Integration:**

"Incorporate text, images, charts, graphs, and multimedia elements to enhance presentations."

  - **Design Options:**

"Choose from a range of templates, themes, and customization options to create professional-looking slides."

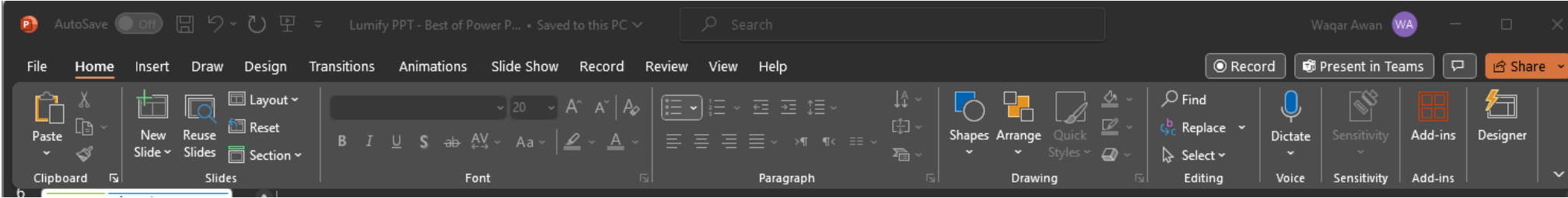# Process of Creating PowerPoint Slides

Working	Working with Slides – Inserting, Layout, Sections, Duplicating, Hiding
Selecting	Selecting a PowerPoint Design Theme
Adding	Adding text to slides and inserting a table
Working	Working with Images – Inserting from file or online, formatting images
Adding	Adding Slide Transitions
Animating	Animating slide content

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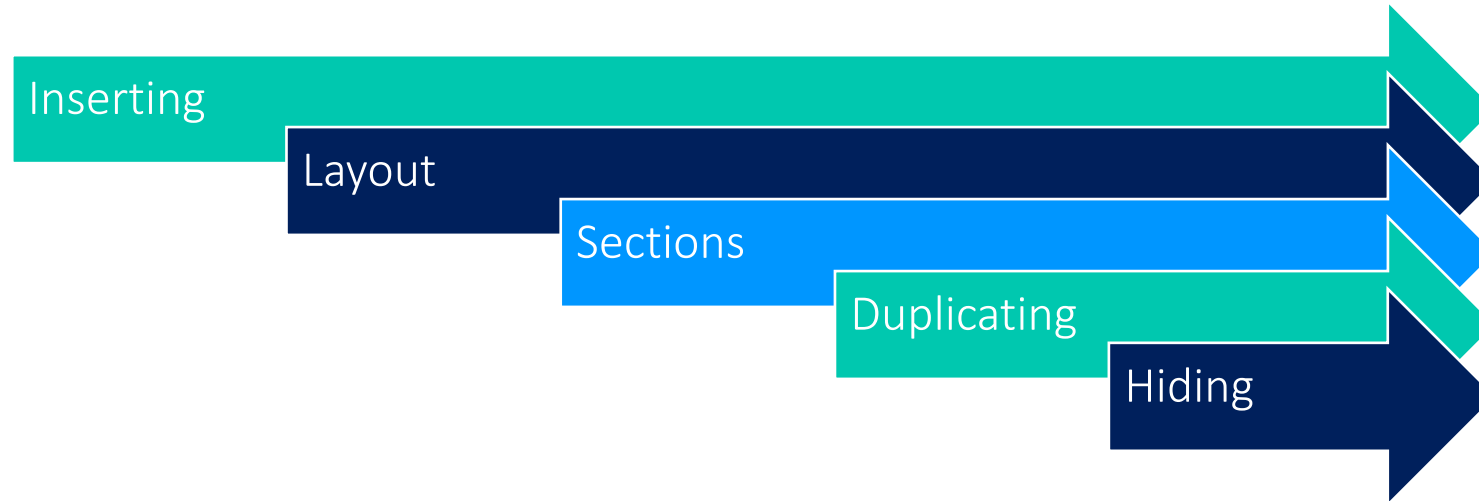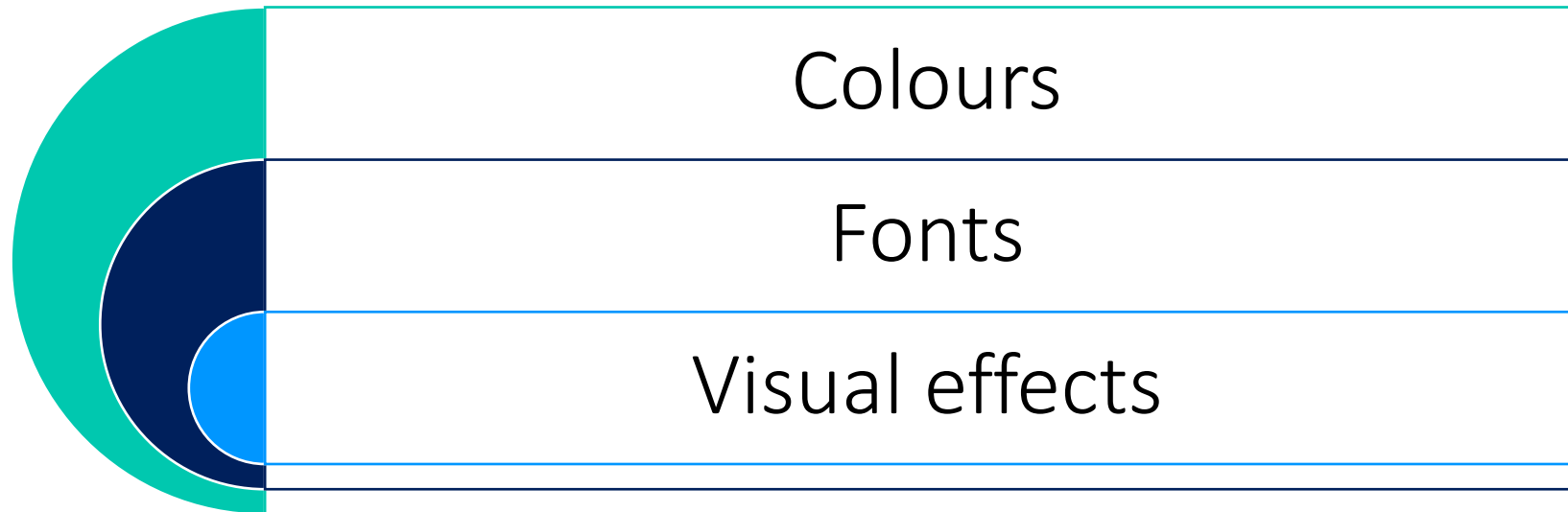
PowerPoint User Interface (Demo)

PowerPoint Working with Slides (Demo)

Inserting
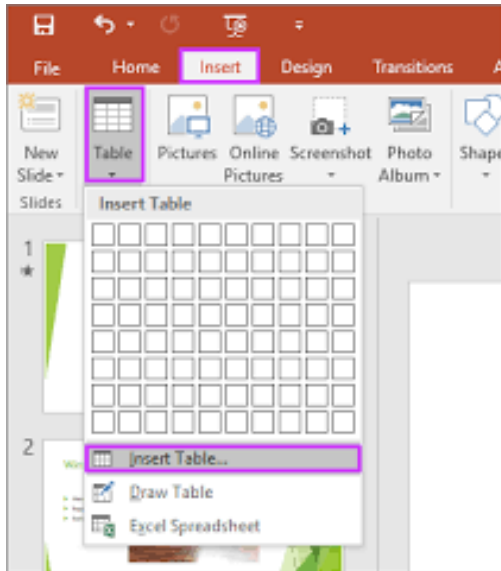
Layout

Sections

Duplicating

Hiding

PowerPoint Selecting the Theme (Demo)

Colours

Fonts

Visual effects

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Adding Slides and Inserting a table (Demo)
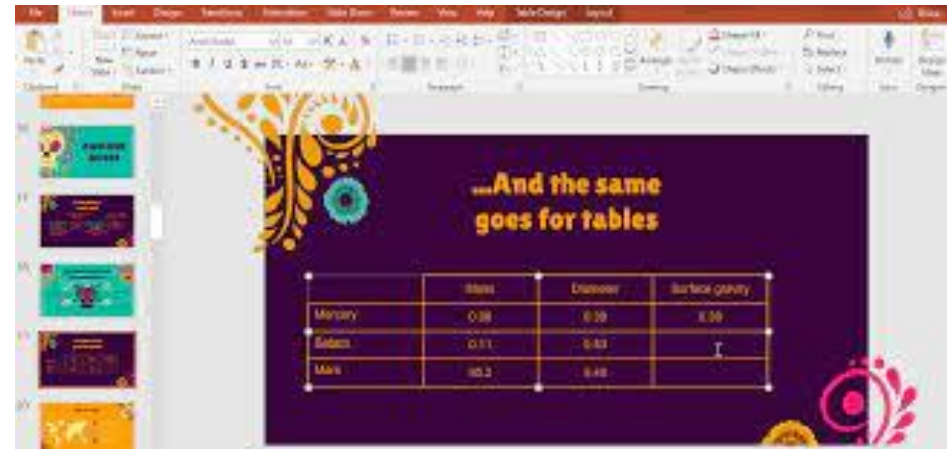
Month	Target	Actual	Percentage
Jan			
Feb			
Mar			

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Adding Slides Transitions (Demo)

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Working with Images (Demo)

Questions?

Susannah Gynther
Moderator

Type your question and hit Send

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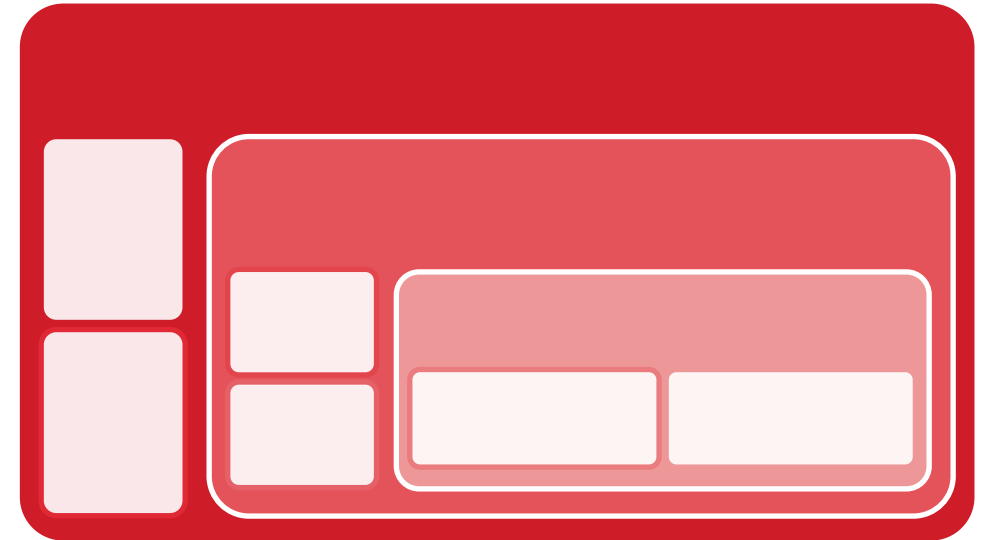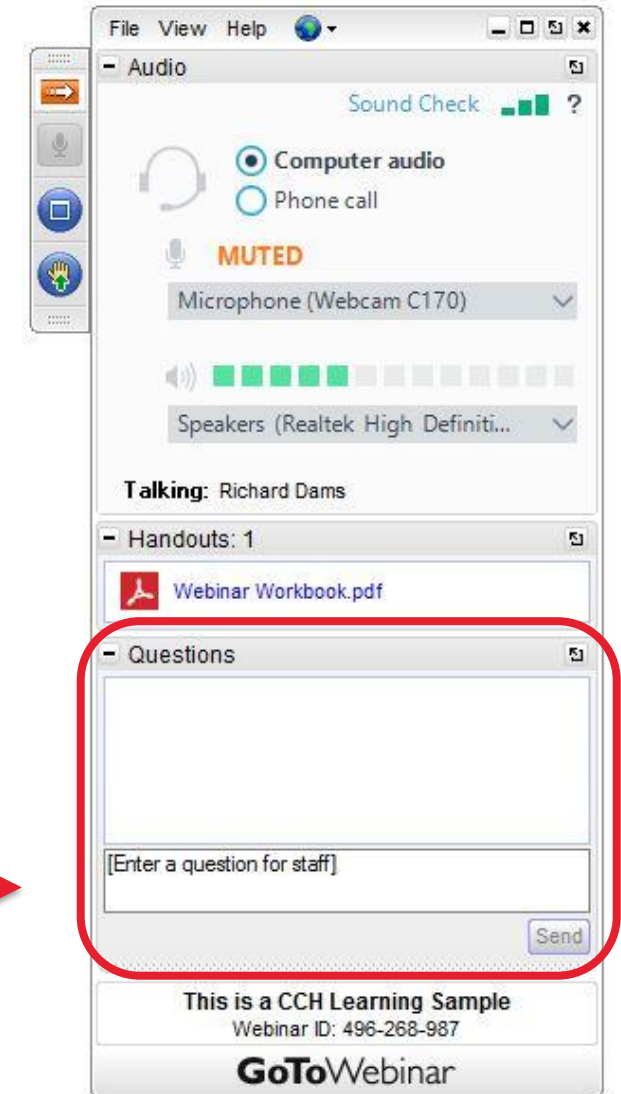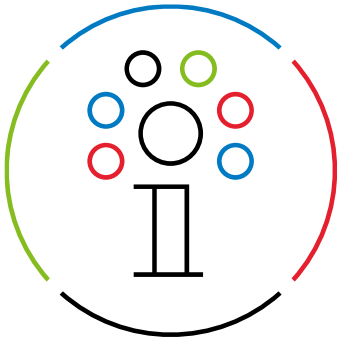
Upcoming Webinars

- 6 February – Cyber Security Update – February 2024 (Threat Update/Stealer-log Threats/Non-Genuine Software/AI in 2024)

- 6 February – SME Loans

- 7 February – Aged Care - Q&A Session - Ask us your burning questions

- 7 February - FBT 2024 - Salary Packaging Essentials for a New Year

- 8 February - Improve Performance and Client Outcomes by Building High-trust Relationships

- 8 February - Contractors v Employees - Avoiding the Tax and Super Pitfalls

View all Webinars

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Questions?

You can type them in the "Questions" box now,
Or contact me via:

- Waqar Awan
- Applications Trainer
- Lumify Work
- WaqarA@lumifygroup.com

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Next Steps

Please complete the Feedback Survey.

Within 24-48 hours you will receive an email when the following is ready;

- E-Learning Recording
- Verbatim Transcript
- CPD Certificate
- PowerPoint Presentation

Thank you for attending

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