A ROADMAP TO POWERPOINT (PP)

The following training uses PowerPoint 2010, but the principles are the same PP 2007, or in later versions)

Instructions: (available by clicking links, or copy and paste link. Note: if you have trouble opening a link, try a different browser

DO the steps with this look and in this size type
Steps with this look and in this size type are optional, and for your additional information

Intro to this Lesson (11:02)

Fundamentals of PowerPoint Part 1 (9:35) – Note: Open PowerPoint so you can do what the presenter does on your own computer

Fundamentals of PowerPoint Part 2 (6:25)

After watching the above videos, play with creating some slides. trying buttons in the ribbon, different themes, transitions, etc.

When you are ready,

DO: After doing the above, prepare a three slide show on any subject or topic. It can be silly, e.g., ‘The Weather Yesterday, Today and Tomorrow’, etc. This is just to demonstrate that you can do a PowerPoint slide show! (and you CAN!)

Submit: Upload to ‘First LAW170 PowerPoint’ dropbox
**Best Practices using PowerPoint (4:03)**

What’s possible with PowerPoint … some fun, creative examples, all done with PowerPoint!

**Cool ad** (:56)

**Cooking Master PowerPoint Template ad (6:32)** (you don’t have to watch it all – it’s just to demonstrate what is possible!)

**How to Create a Timeline in PowerPoint (3:20)**

**DO:** After viewing how to create a timeline, prepare a litigation timeline showing the following events:

- Date of Accident: 1/7/2012
- First doctor visit: 3/15/12
- First lawyer visit: 3/14/12
- Demand letter to defendant: 12/30/13
- Lawsuit filed: 1/8/14
- Notice of claim to doctor: 12/16/13

**Submit: Upload to ‘TimeLine PowerPoint’ dropbox**

Now, use YouTube or google for videos and tips on how you can go further and farther with the awesomeness of PowerPoint. For example, you may want to review the Presentation Project instructions (see class Lessons), then find a video explaining how to embed ‘Narration’ for your presentation. Or, how to insert a picture into your presentation project.