Introduction to PowerPoint

Courtroom Preparation & Technology
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Today's Objectives

1. Understand PowerPoint's role
2. Start and navigate a PowerPoint file
3. Modify and format a presentation
4. Work with multimedia elements
5. Modify the master slide
6. Run a live presentation

PowerPoint's Role

- Input once, deliver in multiple formats
  - Computer-based multimedia presentation
  - Printed and online speaker notes
  - Printed handouts for audience
  - Web site creation for reference, absentees
  - Transparencies or 35mm slides for backup
  - E-mail attachments