



CHARLOTTE MECKLENBURG

LIBRARY

**Beyond the Basics:
Presentation Software**

crafting your presentation



Become an objects expert



Objects such as images, text boxes, shapes, charts, and diagrams can enhance your presentation. The objects listed below are some of the most commonly used but there are additional objects in both PowerPoint and Google Slides.



pictures/images

Pictures and images can be inserted into presentations either by uploading from your computer or selecting an online image.



text

Layouts provide text placeholders to type text directly into your slide. You can also add additional text by inserting a text box.



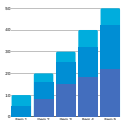
shapes

Shapes can be used to emphasize or outline text, images, or other objects. You can adjust the outline color and fill color of shapes.



tables

Tables can be used to organize information in your slide. You can create a custom table or use a template.



charts/graphs

Charts and graphs can be used to provide a visual representation of data. You can select from a number of different charts & graphs.



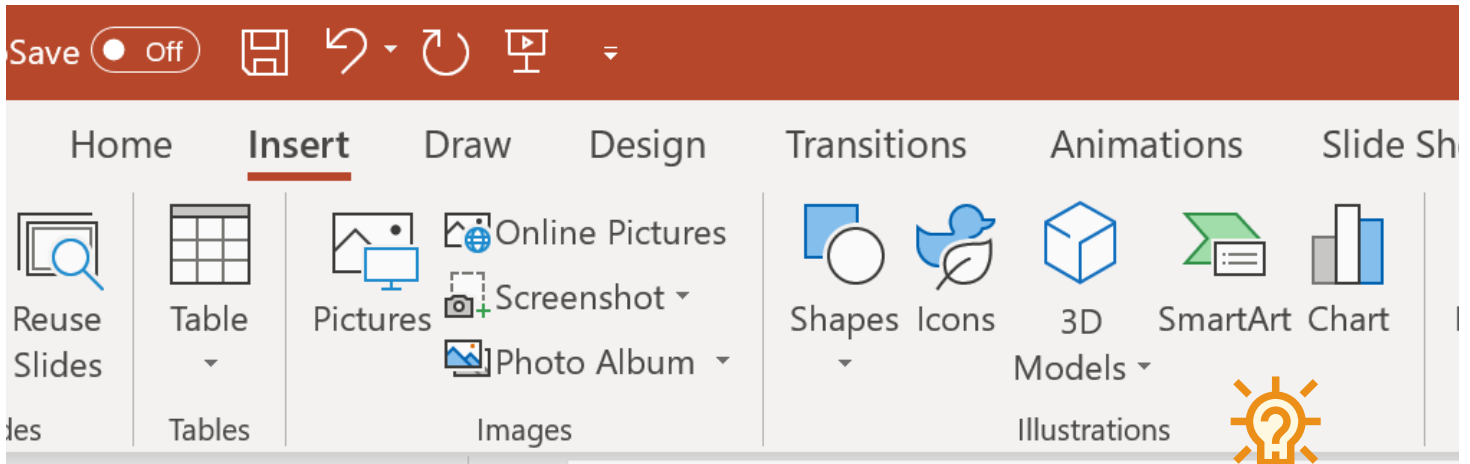
diagrams



Diagrams can be used to provide a visual organization for your ideas or to show information processes or hierarchy.

Objects in PowerPoint

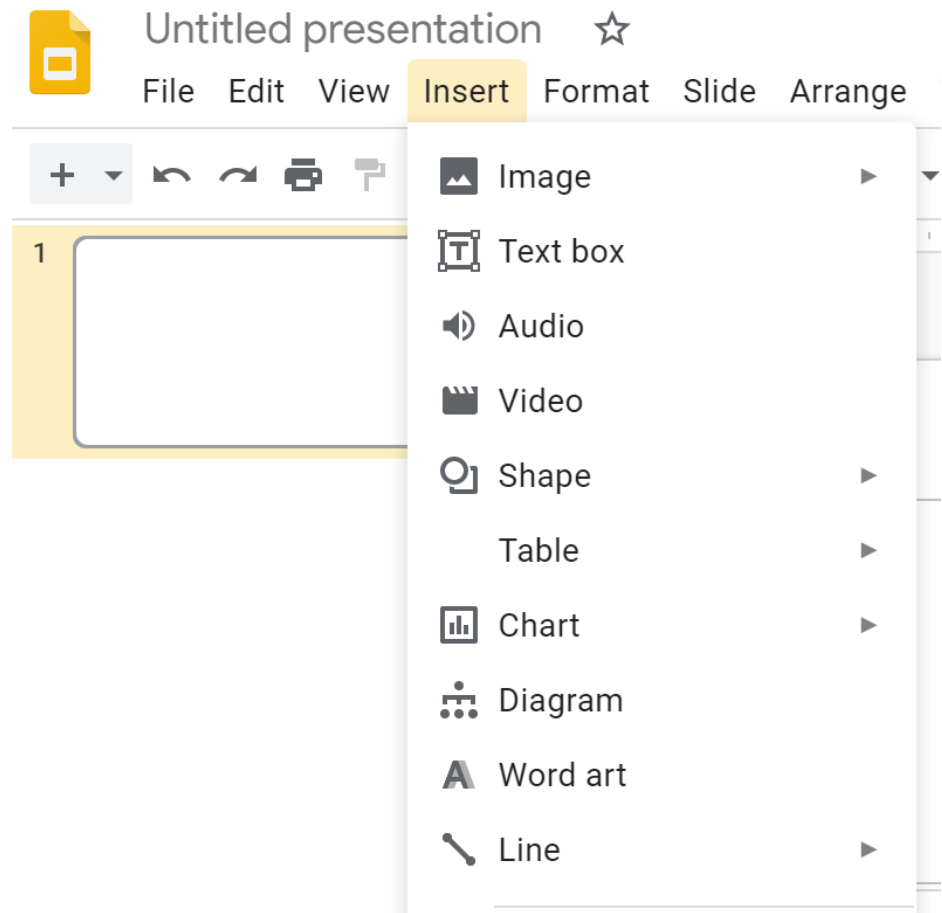
Objects in PowerPoint can be accessed by clicking on the insert tab. You can click on the name of the object you would like to add to your slides. For many objects you will need to select the type from a drop-down menu.



diagrams in PowerPoint are referred to as 'SmartArt'

Objects in Google Slides

Objects in Google Slides can be accessed by clicking on insert and displaying the drop-down menu. You can click on the name of the object you would like to add to your slides. For many objects you will need to select the type from a drop-down menu.



Recommended Resources

1-on-1 Technology Tutoring

The library offers one-on-one Tech Tutoring by appointment. Stop by the Information Desk at any location to sign up or call 704-416-0100.

GCF Learn Free

Find many other PowerPoint lessons for free on www.gcflearnfree.org.

Lynda.com

The library provides free access to Lynda.com and their online tutorial database through our website.

Explore other Presentation Tools

Canva.com (FREE)

A simplified graphic design tool that uses a drag and drop format and offers unique presentation templates.

Keynote (\$)

A presentation software application developed as a part of the iWork productivity suite by Apple Inc.

Prezi (\$)

Presentation software that uses motion, zoom, and spatial relationships to bring your ideas to life and make you a great presenter.

Sway (\$)

Sway is a digital storytelling app for creating and sharing interactive reports, presentations, personal stories, and more.