

CHARLOTTE MECKLENBURG

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presentation software basics

Getting Started Guide



Presentation Software

Presentation software is defined as computer programs designed to allow the user to present information in an engaging way such as with text, pictures, sound and video.

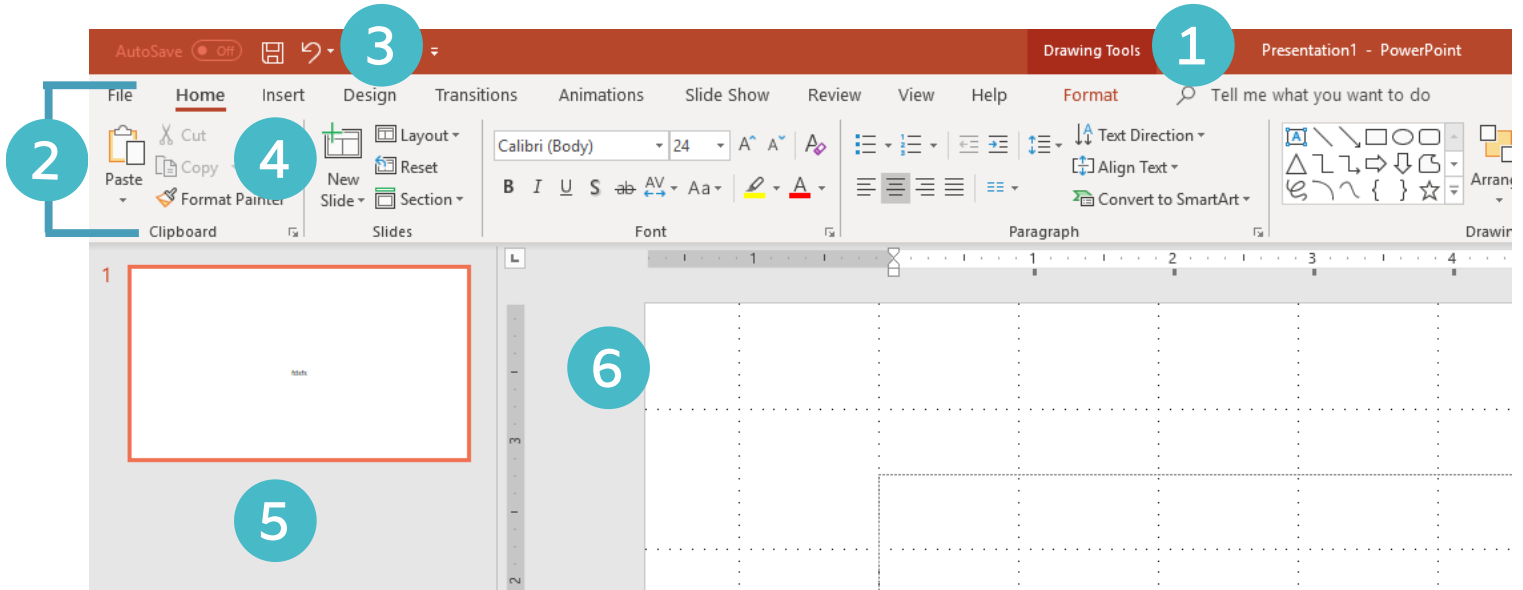


Components of Presentation Software

- 1 Title Bar:** Displays the name of the presentation.
- 2 Ribbon Menu** Contains all of your commonly needed options, grouped by category. The ribbon is grouped into tabs and each tab is grouped by category within that tab.
- 3 Undo:** Click here to undo actions you made by mistake. This button (and its keyboard shortcut Ctrl+Z) is a life saver if you do something that drastically alters your presentation by mistake and when you are adjusting pictures in your document.
- 4 New Slide:** Use this button to add a new slide. You can also use the 'enter' key on your keyboard.
- 5 Slide Navigation:** In this panel you can see all the slides for your presentation. You can change the position by left-clicking on a slide with your mouse and dragging it to the new location.
- 6 Slide Editor:** The slide editor takes up most of the screen and is where you add content and edit your slides.

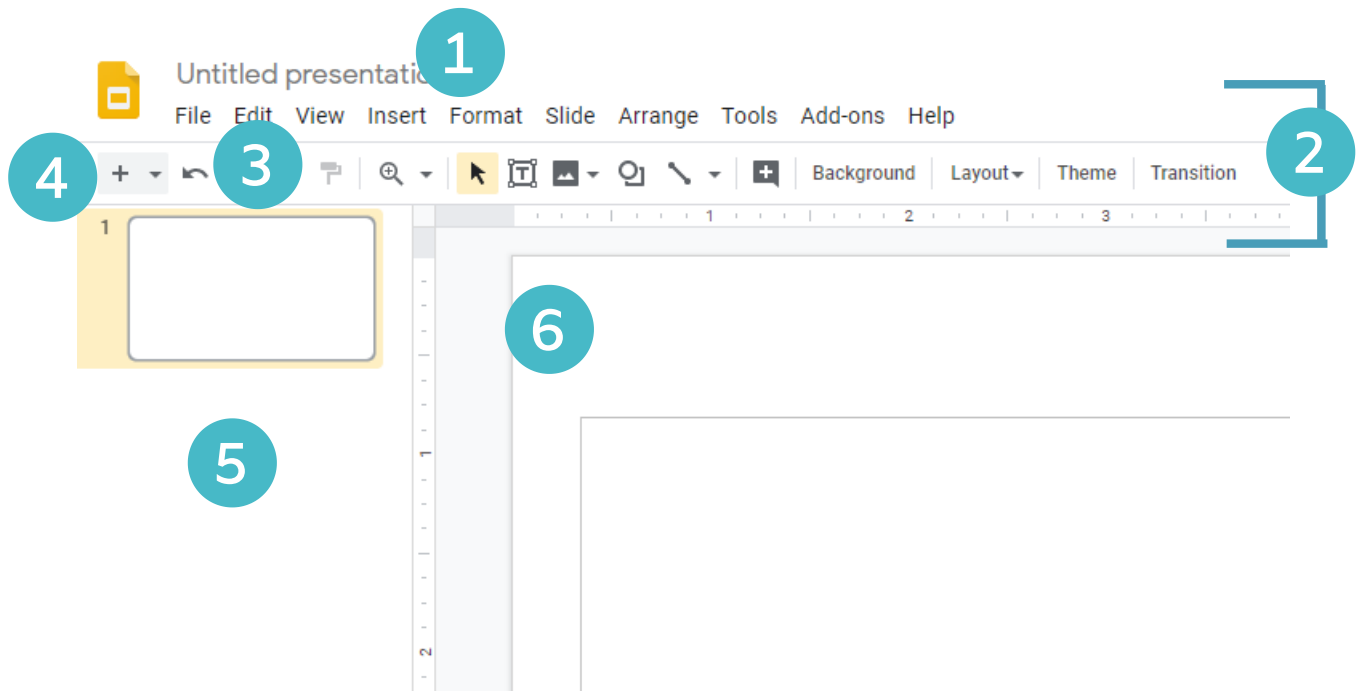
Navigating PowerPoint

Microsoft PowerPoint is part of the Office Suite, which includes Word, PowerPoint, and more. This program is available on library public computers, or the software can be purchased for home use.



Navigating Google Slides

Google Slides is part of the Google Suite of offerings, which includes Docs, Sheets, and Drive. Google Slides is cloud-based, meaning it is not downloaded on your computer, but accessed by going online. It is free to use with a Gmail account.



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.

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