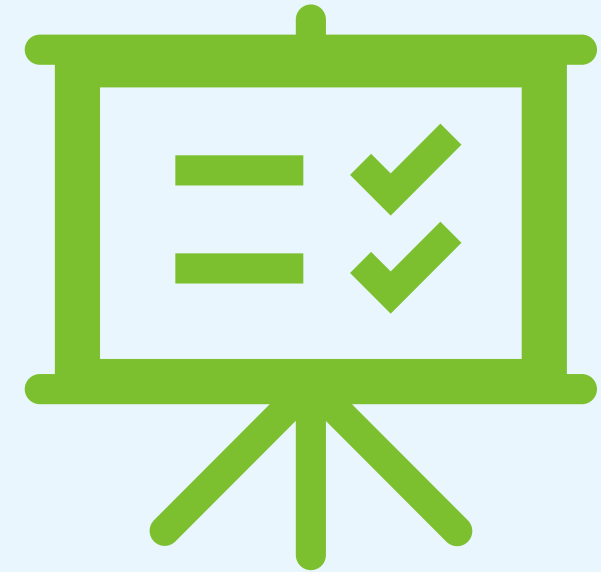


Beginners' PowerPoint for Presentations

Part of our Digital
Foundations
training series



superhighways
harnessing **technology** for **community** benefit



What one thing
would you like to
learn today?



Digital Foundations programme

There are many ways we can help small community organisations make sound choices about the digital tools and technology they use.



Communications made easy

Raise your profile using digital tools to engage supporters and fund your future

[Read more »](#)



Digital basics

Work and collaborate online using free and affordable digital tools and technology

[Read more »](#)



Websites for communities

Put your website at the heart of your charity or community organisation's story

[Read more »](#)

[Find out more about the Digital Foundations programme](#)



What we will cover today

1. Basic editing including
 1. Text
 2. Photos and screenshots
 3. Shapes and icons
2. Themes and design
 1. Existing themes
 2. Simple font and colour changes
3. Presenting
 1. Speaker notes
 2. Slideshow controls





Share your screen
if you're worried or
can't find what
you're looking for!



Please note

Please note that we may be working with different versions of PowerPoint.



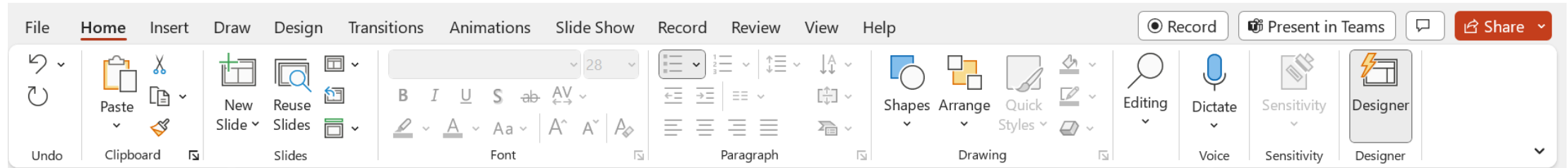
Check your version

The screenshot displays the Microsoft 365 Admin Center interface for a user named Sorrel Parsons. The interface is divided into several sections:

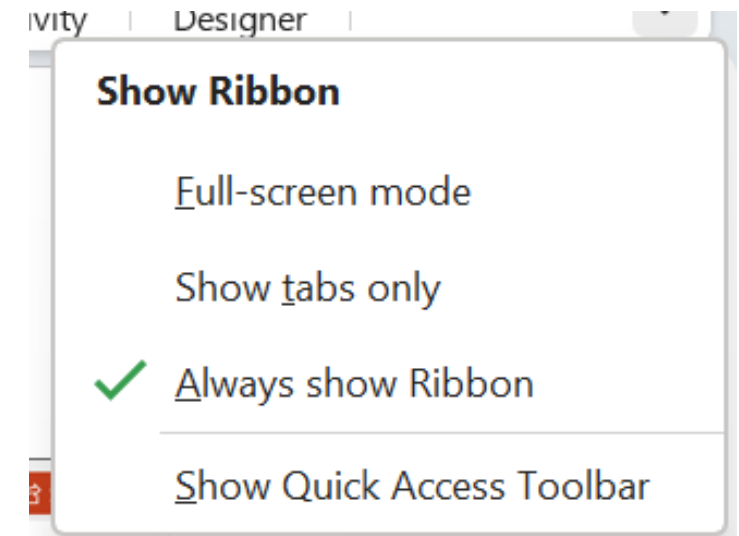
- Left Navigation:** Includes Home, New, Open, Info, Save a Copy, Print, Share, Export, Close, Account (highlighted with a pink box), Feedback, and Options.
- Top Left:** Greeting "Good morning" and a "New" dropdown menu.
- Top Center:** "Blank Presentation" and "Minir" buttons.
- Top Right:** "Account" section with "User Information" (profile picture, name, email, and links for "Change photo", "About me", "Sign out", "Switch account") and "Account Privacy" (Manage Settings).
- Middle Left:** "Recommended for You" section featuring a "Beginners' PowerPoint for Presentations" training series.
- Middle Right:** "Office Background:" (No Background) and "Office Theme:" (White) dropdown menus.
- Bottom Left:** "Connected Services:" section listing "OneDrive - Kingston Voluntary Action" and "Sites - Kingston Voluntary Action".
- Bottom Center:** "Product Information" section showing the Microsoft logo, subscription details for "Microsoft 365 Apps for business", and a list of included products (Word, Excel, PowerPoint, Outlook, OneDrive, Teams, Access, SharePoint).
- Bottom Right:** "Update Now" section with options to "Update Now", "Disable Updates", "View Updates", and "About Updates".



Your Ribbon



If your ribbon (toolbar) is not showing, look for a tiny arrow down at the end of your existing bar and click on Always show Ribbon



Demo and Do

You'll watch me
first and follow the
exercise sheet



Some top tips



Planning helps you create a clear and effective presentation

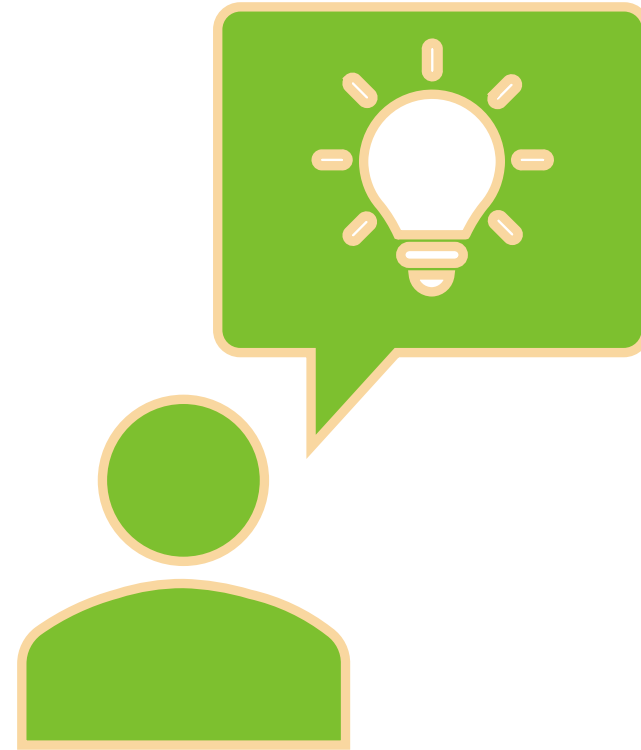


Top tips for presentations

- ✓ Start with your audience and message
- ✓ Don't worry about number of slides
- ✓ The rule of 6
 - ✓ 6 points
 - ✓ 6 words (see if you can!)
- ✓ Slides are not notes
- ✓ Make sure other people create copies of presentations or templates



What are
your tips?



Book on training

Microsoft learning

1. [PowerPoint training videos](#)
2. [Create a presentation in PowerPoint for the web](#)

Superhighways training

- ✓ [PowerPoint: Next Steps](#)
- ✓ [Full training programme](#)



Get the help you need



Book some time with us or [sign up for our regular e-news](#) to find out about new opportunities and training.



What does Superhighways do?

Superhighways helps small charities and community groups gain essential digital and data skills backed by the right tech to achieve their goals.



Thanks for listening



superhighways
harnessing **technology** for **community** benefit

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