# PowerPoint Essentials

## Drew Lynch

# Why PowerPoint?

## Visual

## Quick

## Reliable?

# Design Themes

## Brand Toolkit Slide 6

## Download PowerPoint ‘template’

## Edit and Save as Template

## Go back to ‘Essentials’ PowerPoint

# Adding content

## Can add per slide or

## Copy/paste from other source

## New Slide from Outline…(use Surf.docx)

## In Surd doc – Send to PowerPoint

# Inserting media

## Show Insert options

## Demo SmartArt

## Demo Screen Clipping

# Transitions & Animation effects

## Presenter notes and Handouts

## Demo Notes on/off

## Add notes to some slides

# Q&A