



Creating a PowerPoint Presentation

aadl.org/handouts

Ann Arbor District Library Computer Classes

AADL offers hands-on computer classes on a variety of topics at all Library locations. AADL also provides access to a variety of online learning and research resources. For more information, check out the following links:

Schedule of computer classes: aadl.org/classes

Review online skills-building resources: aadl.org/services

Review online research resources: aadl.org/research

Creating a PowerPoint Presentation

Review the tools and learn how to edit backgrounds and animations. Knowledge of PowerPoint basics is required.

Learning Goals

Go to aadl.org/handouts, choose a class, and click on a learning goal for step-by-step instructions:

[Presentation Styles](#)

[Presentation Views](#)

[Presentation Keyboard Shortcuts](#)

[Presenter View](#)

[Go to a Slide](#)

[Hidden Cursor](#)

[Laser Pointer Mouse](#)

[Slide Masters](#)

[Slide Sections](#)

[Picture as Background](#)

[Audio Clips](#)

[Narration](#)

[Embed a Video](#)

[Save the Presentation to Disc](#)

[Self-Running Presentations](#)

[Animations](#)

Books

[Microsoft PowerPoint 2010 Bible](#), by Faithe Wempem, Call number: 006.686 Po

[Microsoft PowerPoint 2010 Step by Step](#), by Joyce Cox, Call number: 006.686 Po

[Using Microsoft PowerPoint 2010](#), by Patrice Rutledge, Call number: 006.686 Po