

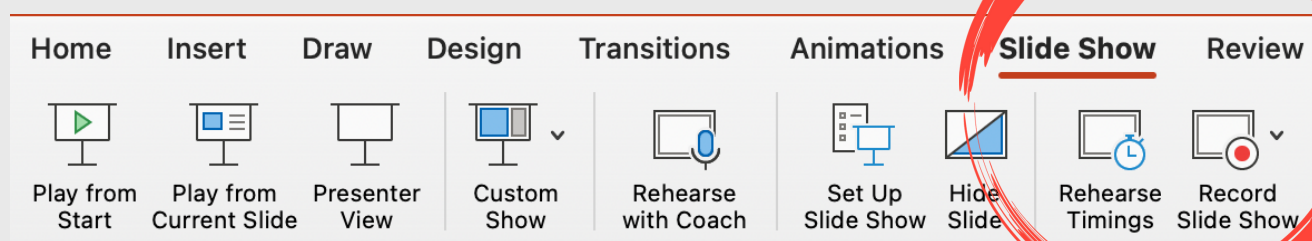
POWER-UP!

POWERPOINT SLIDES

BOOST YOUR
TEACHING &
LEARNING
GAME

Have you already leveled up your PowerPoint slides and/or lectures? If so, it is time for you to go even further and Power-Up! Read the tech tips below and up your teaching game.

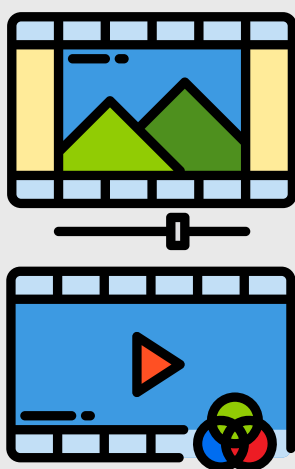
NARRATE SLIDES



Want to record your presentation and send it out to learners? Go to the "Slide Show" tab, click "Record Slide Show," and click "Record from Beginning." Enable video and present your presentation. Record each slide as you lecture and even draw! When you are finished, you can preview your recording and send out your recorded presentation. Remember your naming conventions to make it clear which presentation is being shared!

INSERT VIDEOS

Adding multimedia to your presentation may help drive home your points. To add a video, click on the "Insert" tab, and choose "Video." From the drop-down menu, you can select a video on your device, choose a stock video from PowerPoint, or link to an online video using the URL insertion feature.

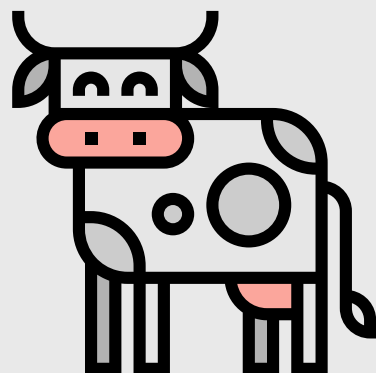
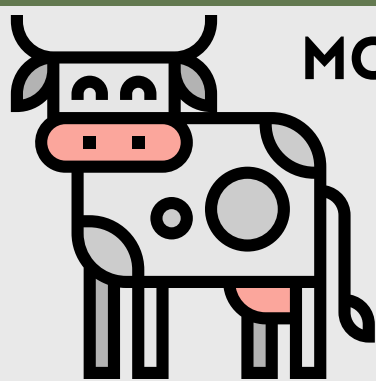


CREATE SHORTCUTS



Have an action that you always do within PowerPoint? Use the Quick Access Toolbar! In the top of the PowerPoint window (usually a red border), click the caret, then "More Commands," then "All Commands." Select from options that you use often, such as "Save as PDF" or "Email."

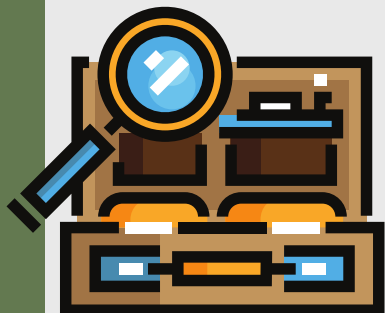
MORPH ITEMS TRANSITION



Move an object, image, or text to a different space on your page in one smooth transition. Duplicate your slide, click on the second slide, and select the component you want to move. Move it to the desired position, then click on the "Transitions" tab and choose "Morph."

ZOOM TO

Want to jump to different slides within your presentation, like a Prezi? With the "Zoom" feature in PowerPoint, you can do just that! Go to the "Insert" tab, then click "Zoom."



Choose to "zoom" to and from different slides within your presentation, or choose a selection to create a summary from your presentation.

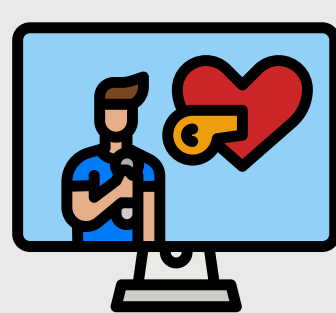
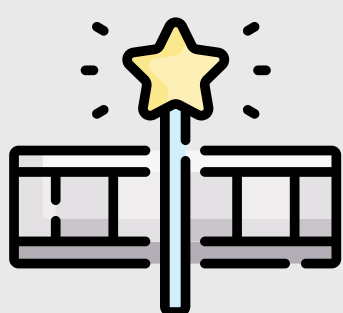
BREAK TIMER

Want to add a break to your presentation? Go to the "Insert" tab, then "Add-ins." Search for "Breaktime," click "Add," and click "Continue."



A pop-up timer appears, and you can customize it to your desired break time.

REHEARSE WITH COACH



Go to the "Slide Show" tab, and choose "Rehearse With Coach." Click "Start" on the pop-up box that appears. PowerPoint will listen to you as you rehearse your presentation! It will give tips on your fluency, pace, sensitive phrases, originality (not reading from the slides), and intonation. When you're finished, click "Done" and view your "Rehearsal Report."