A POWERPOINT TITLE…

… WITH A POWERPOINT DESIGN THEME EXAMPLE

A POWERPOINT SLIDE LAYOUT EXAMPLE

INSERT VISUAL CONTENT- PICTURE



INSERT VISUAL CONTENT- VIDEO



INSERT TRANSITIONS AND ANIMATIONS

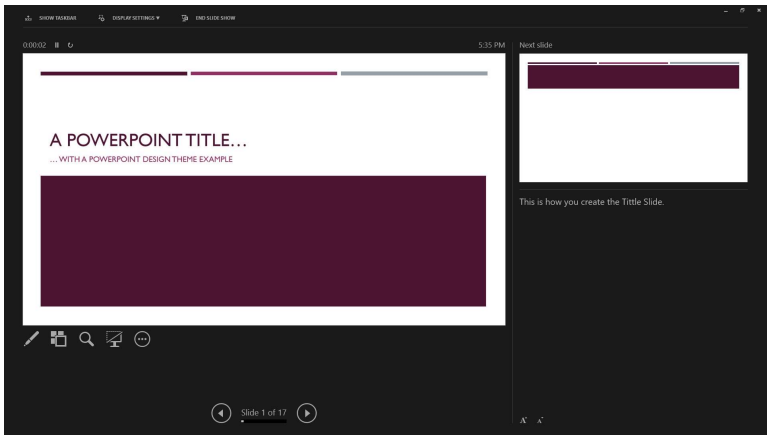
Slide Transitions Used

- Slide 1: None
- Slide 2: Fade
- Slide 3: Peel Off
- Slide 4: Pan
- Slide 5: Gallery

Slide Animations Used

- Slide 1: None
- Slide 2: Fly In
- Slide 3: Spin
- Slide 4: Zoom
- Slide 5: Fade - Entrance (box 1), Fade- Exit (box 2)

VIEWING THE PRESENTATION: PRESENTER VIEW



ACCESS THE PRESENTATION

Offline

- File-> Save As
- Save to specific device or portable storage device
- Save to different formats such as PowerPoint Show, PDF, MP4 video file

Online

- Need the online version and a Microsoft Account to access services such as Broadcast Live
- Save to OneDrive

SHARING AND COLLABORATION TOOLS

- Review Tab options- Ink tool, add comments
- Sign in to Microsoft Account to share via OneDrive
- Share by copying a link to the presentation to an email message
- Allow users to view and/or edit

PRICING

- Free, basic online version available with a Microsoft email account

OR

- Subscription -based
- Annual payment to renew

	Microsoft 365 Family Buy now for $99.99/year Or try free for 1 month	Microsoft 365 Personal Buy now for $69.99/year	Office Home & Student 2019 Buy now for $149.99 (one-time purchase)
Usage	2-6 people	1 person	1 PC or Mac
Word, Excel, PowerPoint, OneNote	Premium	Premium	Classic
Money in Excel[2]	✓	✓	
OneDrive cloud storage to back up files and photos	Up to 6TB (1TB per person)	1TB	
Microsoft Family Safety mobile app[1]	Premium		
Outlook	Premium	Premium	
Works on Windows, macOS, iOS, and Android	✓	✓	

screenshot from Microsoft.com

A GOOGLE SLIDES TITLE

WITH A GOOGLE SLIDE THEME EXAMPLE

A GOOGLE SLIDES LAYOUT EXAMPLE

INSERT VISUAL CONTENT- PICTURE

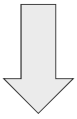


INSERT VISUAL CONTENT: VIDEO



INSERT TRANSITIONS AND ANIMATIONS

Slide Transitions Used:



Slide 1: None

Slide 2: Fade

Slide 3: Slide from Left

Slide 4: Flip

Slide 5: Gallery

Element Animations Used:



Slide 1: None

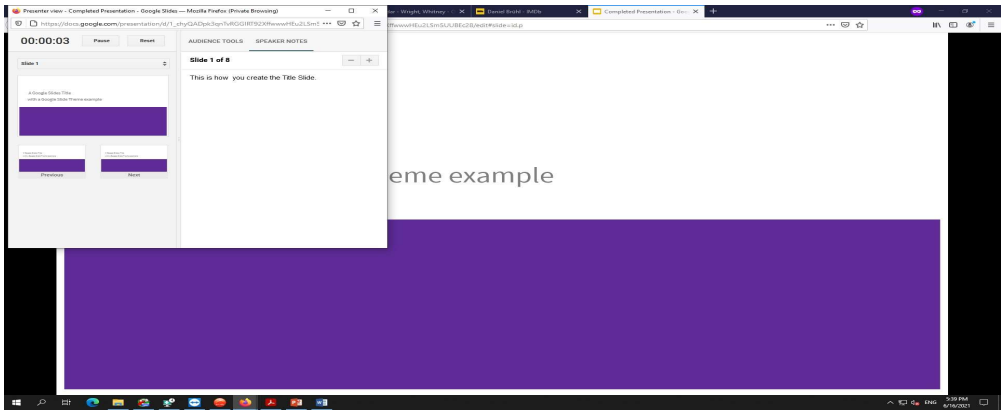
Slide 2: Fly in from bottom

Slide 3: Spin

Slide 4: Zoom Out

Slide 5: Fade In (Box 1), Fade Out (Box 2)

VIEWING THE PRESENTATION: PRESENTER VIEW



OFFLINE AND ONLINE ACCESS

OFFLINE

- File Menu-> Options under the "Download" menu
- Save As a PowerPoint Presentation, PDF, image formats, vector graphic
- Download a Chrome extension or mobile phone app to save and work on Google Slides offline

ONLINE

- Automatically access and save your work online within the browser
- Stream on a mobile device or TV with wi-fi using Chromecast, AirPlay or Google Hangouts

SHARING AND COLLABORATION

- Share button
- Copy link to presentation in email message
- Allow for users to view and/or edit
- File Menu-> Email
- Comments button

PRICING

- Free to use with Gmail account
- No downloading on computers or laptops

Available as a free download on Apple and Android mobile devices