**Powered Up PowerPoint**

Have you tired of the same old “click on a button, watch text fly from the left side of the screen” approach to presentations? If you have, you know your audience has also. Even with the new animation features of PowerPoint 2002 and a much larger gallery of clipart, your presentations can be hum-drum and ho-hum. But, what can I do to add some jazz or give my presentations some spark? What else can I do with this software? During this interactive session, which is intended for those who have already mastered the basics of PowerPoint advanced features are demonstrated that answer these questions. Participants will learn how to use PowerPoint 2002 drawing features and create customized slide show templates. They will explore the new diagram gallery which includes organization, cycle, radial, pyramid, and Venn and target diagrams. Other advanced features to be considered are how to review and share a presentation through e-mail, and custom animation. The possibilities for custom animation are greatly increased in PowerPoint 2002. Entrance, emphasis, exit, and motion-path groups are the four animations available. An object can be assigned one to four motion paths in a sequence. Each of the animation events in these four categories are terrific choices. The new animation feature, motion path, allows slide objects to move around the screen in a variety of exciting ways. There are many pre-developed motion paths to choose from, as well as the ability to draw a motion path yourself. If you are not pleased with the outcome of the motion path that you drew, simply modify or edit it. This is accomplished by dragging any of a series of points on the path to create new patterns. You can also apply typical graphic-editing capabilities, such as resizing the overall path, rotating it, and stretching or shrinking it. The addition of animation to a slide can create interest and enhance the message you wish to deliver. The use of the new custom animation features can give a polished appearance to a PowerPoint presentation.

There is an advanced timeline feature as part of PowerPoint 2002. This feature can reorder events in the custom-animation list and setting. The new advanced timeline gives you a way to easily manage animations’ sequence and length. It appears as a horizontal scroll that displays time in seconds.

Tips for creating exciting PowerPoint presentations will be given.

During this interactive session, sites that offer freebies for use with PowerPoint 2002 are demonstrated. These freebies range from templates, fonts not included in the MS Clipart Gallery, and a multitude of clipart. We will also look at software that makes boosts the visual impact made by charts and tables, such as 3D Charts. We will examine the impact that can be made by the use of charts.

Once advanced PowerPoint 2002 features are mastered, new ways to use PowerPoint open. Collaborating with others via slide presentations, broadcasting via a network or the web, and creating a continuously running slide show, are some of the many ways to use advanced PowerPoint. PowerPoint can be used as a platform for brainstorming in meetings or conferences, training situations, giving business reports. Other advanced
Point Point 2002 features include inserting video clip into a slide, importing sound clips from the web into a slide, playing a sound clip and video clip in a slide show.

So, let’s power up your PowerPoint presentation!