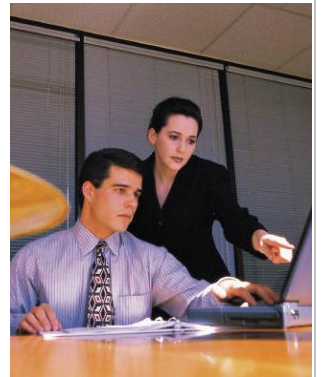




Tech Tips

JOURNAL OF INFORMATION TECHNOLOGY

Latest Events



I am pleased to announce the launching of our new website. The feedback from our clients have been very positive. I want to thank everybody for your feedback.

I also would like to wish you all a very Happy and Prosperous New Year 2010.



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Planning an Effective Presentation

In planning a presentation, it is important to consider the following:

- Determine the purpose of the presentation, the location, and the audience
- Determine the type of output that best conveys your message – black-and-white or color overhead transparencies, on-screen slide show, and so on.
- Determine a look for your presentation that best communicates your message – a consistent theme and look throughout a presentation is recommended.
- Determine the message you want to communicate and then give the presentation a meaningful title and outline to your presentation.
- Determine any additional materials that would be useful in your presentation, including speaker notes and handouts for the audience.

Add Slides to a Presentation

You can add a new slide at any time just by clicking on the **New Slide** button on the Slides group in the Home tab of the ribbon. You are presented with the option of choosing a layout for the new slide that you want to add in your presentation.

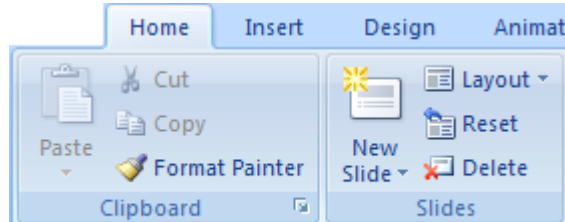


Figure 2-4

Duplicate Slides

You can take a complete copy of a slide, including its contents so that you do not have to re-create it. This would create a duplicate slide maintaining its original look or feel that you have created. After duplicating a slide, you can change its contents on the newly added slide.

To duplicate a slide, use the following steps:

1. Select the slide or slides from the Slides view that you want to duplicate.
2. On the Home tab, click **New Slide** from the Slides group.
3. Click on **Duplicate Selected Slides**.

Reuse Slides

You can reuse slides from other presentations or from published slides in a slide library. To do this, use the following steps:

1. Click on the down arrow on the **New Slide** button in the Slides group on the Home tab.
2. Click on Reuse Slides from the drop-down menu.
3. If you want to use a slide that is published in a Slide Library, click on Open a Slide Library and enter the URL of the Slide Library.
4. If you want to use a slide from an existing presentation, click on **Open a PowerPoint File**.
5. Select the presentation you want to use.
6. Click on the slide to add it to your presentation.