



**“PowerPoint” at Maximum Speed
or
“PowerPoint De-Mystified”**

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Wallace-Venable.name/ALL_at_WVU/Creating_Presentations

PowerPoint[®] is part of Microsoft Office

Impress is part of OpenOffice, a *free* software product.

Impress will open most *PowerPoint* files and will **Save As** a .ppt file.

Why Use PowerPoint?

- Integration of visual resources
- Easy re-distribution
- Organize yourself

What do YOU want to do with
“PowerPoint?”

Running PowerPoint Presentations

- Saved as a “PowerPoint” (.PPT or .PPTX) or “Impress” (.ODP) file
- Distributed as an Adobe .PDF (Portable Document File) file

Viewing a Presentation

- Open the presentation file (*.ppt, .pptx, .odp*)
 - Start your computer
 - Go to **Venable-PowerPoint @ Max Speed** folder on Desktop
 - Load **EX_1-Running_OOP.odp**
- Press **[F5]**
- The presentation file includes most pictures, etc.
- Press **[Esc]** to exit presentation mode

Viewing a Presentation Saved as a .PDF File

- Open the file
OpenOffice_Intro_PowerPoint.pdf

