



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

**Winter 2013**

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**Wallace-Venable.name/ALL\_at\_WVU**

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# Editing the Presentation

Open the presentation file

**EX\_1-Running\_OOP.odp**

Why did I underscore spaces?

# The Workspace

- Make sure the Task Pane is visible
- Make sure the Slide Pane is visible
- You can change the Workspace with the View menu

# Sorting Slides

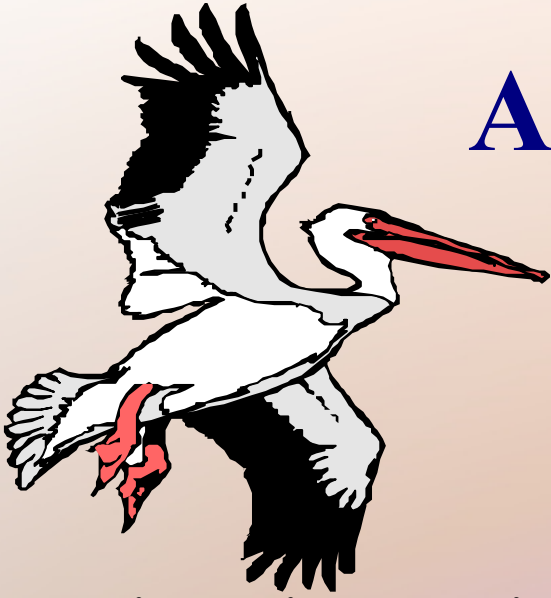
- Click the View tab
- Select Slide Sorter
- (You may also do this with the Slide Sorter Tab)

What does the d in Select Slide Sorter mean?

# Editing Transitions

- Transitions from slide to slide are edited in the **Task Pane** on the right.

# Adding Animation



Animations within slide are created in the Task Pane on the right.

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