

What capabilities of Microsoft® PowerPoint® discussed in this week's readings were you unaware of before? How might you use them in a professional capacity in the future?

Being a trainer I live out of powerpoint. I can create animations that jump all over the frame and even create small quizzes with instant feedback (not graded) but i still felt I could pick up a thing or two out of the reading. I liked the chart on 776. I think if I have this handy I can use it like a check list to make sure I have covered all the points needed. Sometimes you get on such a role designing the slides you miss an important step of making sure the audience understands the "why" behind the slide show.

Response 2

I have worked with Microsoft PowerPoint now for a long time. I am very familiar with how to work the templates, change layouts, and add tables and graphics. When we reviewed Word, I was amazed that Word 2010 could create a table of contents. In this weeks reading, I was surprised that in PowerPoint you could create an outline and have the text in the outline be automatically entered in each placeholder on each slide separately. I have never had to do such a complex PowerPoint that would require an outline but its nice to know that if need be, the feature is available. This leads to the ability to insert an outline from word and using an outline to add slides. I have seen many PowerPoint presentations at work. Recently there was a webinar that used a PowerPoint presentation explaining the benefits available during this years open enrollment. For me, I can see using PowerPoint presentations to explain and demonstrate changes in accounts payable processes to the regional administrative staff.