

Welcome to

Microsoft  
 **PowerPoint**

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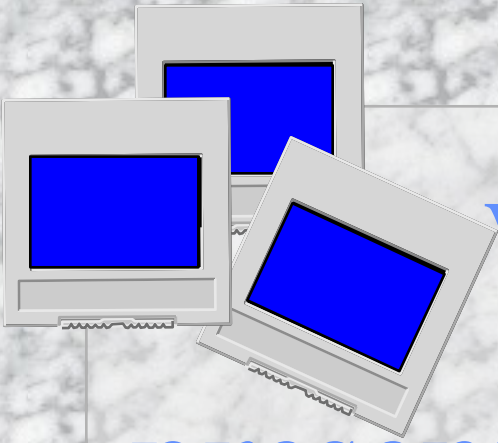
Quick Preview

This Quick Preview will take about 5 minutes to complete.  
Click at any time to continue.

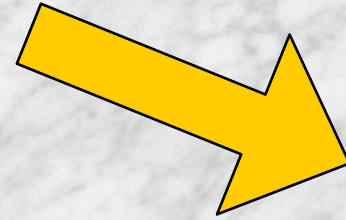
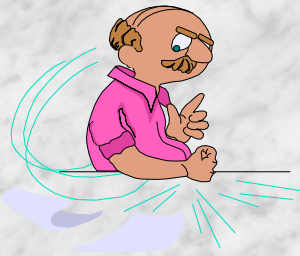
EXIT

BACK

NEXT



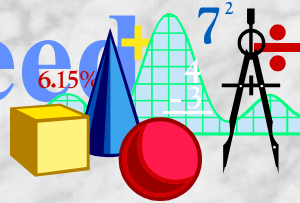
Want to create a  
presentation that *really* gets  
your point across?



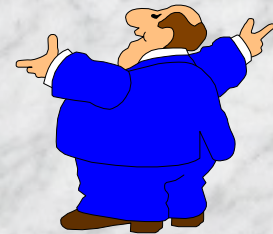


erPoint has everything

you need



to easily create an effective  
presentation.



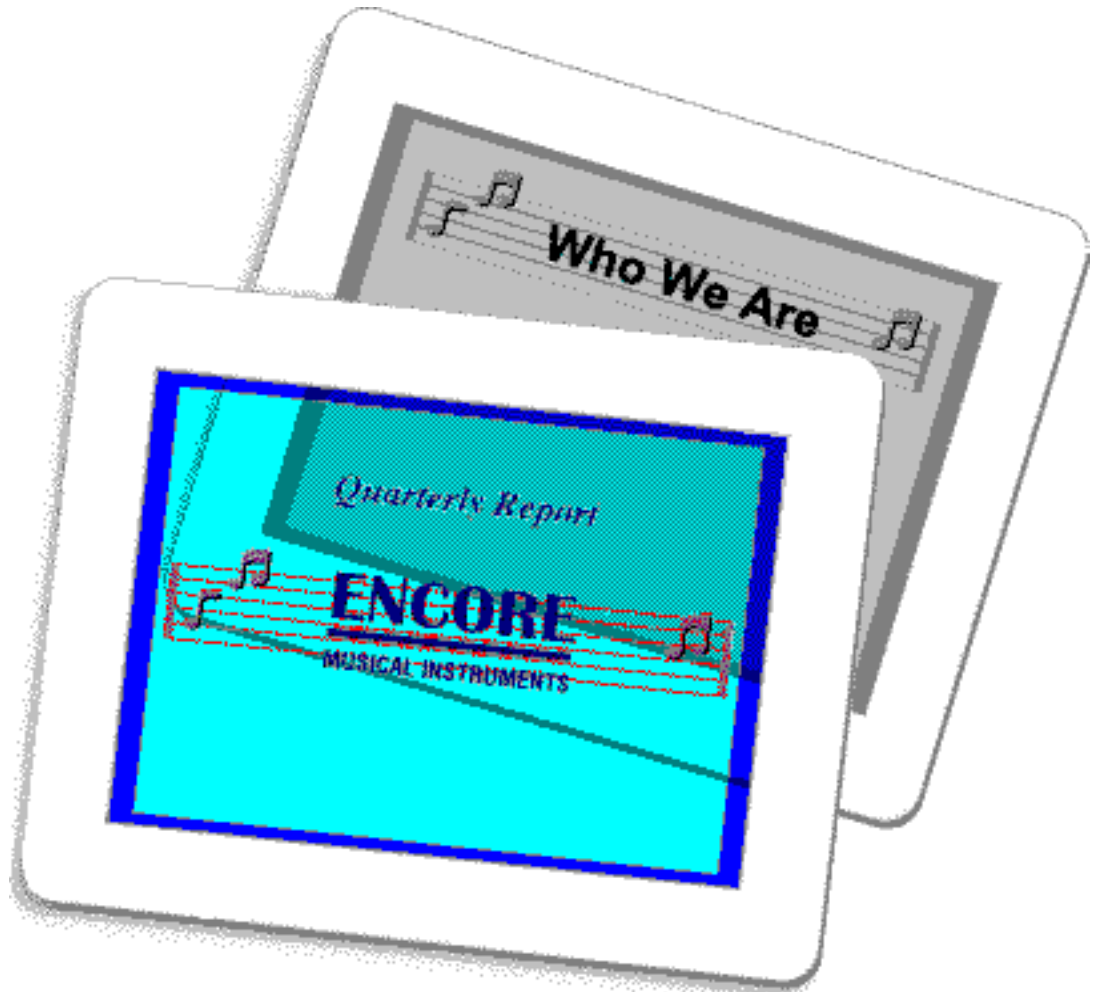
# You Can Create

EXIT

BACK

NEXT

 Color or black and white overheads





# You Can Create

EXIT

BACK

NEXT

**NUL** Color or black and white overheads

**NUL** 35mm slides



# You Can Create

- Color or black and white overheads
- 35mm slides
- Electronic presentations with multimedia effects

EXIT

BACK

NEXT



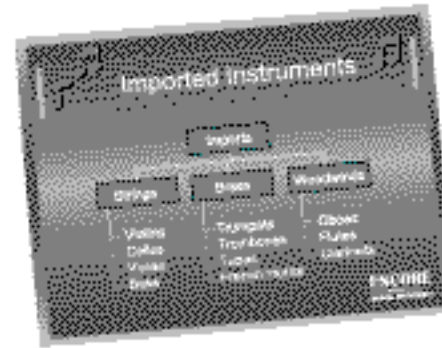
And, to support your presentation, you can...

EXIT

BACK

NEXT

NOTE Type your script on notes pages



Encore Musical Instruments Company has a Strings Subdivision within the Imported Instruments Division. String Instruments may be ordered with a range of different features including materials selection for different instrument parts. The materials available are all of the finest quality and include: spruce or cedar for guitar tops; rosewood for the backs and sides and fingerboards; and pearl or abalone for the inlay.



And, to support your presentation, you can...

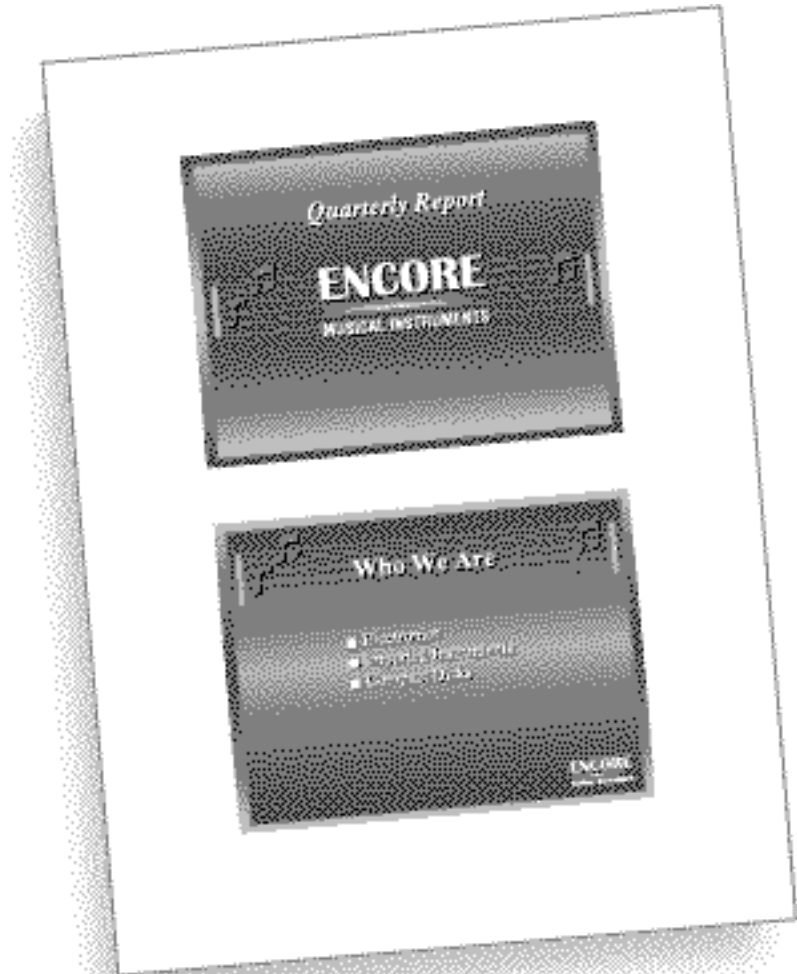
EXIT

BACK

NEXT

NOTE Type your script on notes pages

NOTE Print handouts for your audience







And, to support your presentation, you can...

EXIT

BACK

NEXT

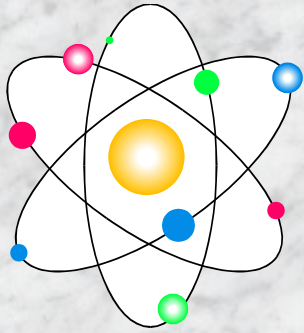
 Type your script on notes pages

 Print handouts for your audience

 Print your outline

- 
- 1  *Encore Musical Instruments*
    - Q3 1995
  - 2  *Quarterly Update*
    - Electronics Division
    - CD Division
    - Imported Instruments Division
  - 3  *Overall Status*
    - High Customer Satisfaction
    - Introduction of New Technologies
    - Increased Sales Worldwide
    - Imported Instruments Division launched
  - 4  *Electronic Division*
    - Primary Goal = Become worldwide leader
  - 5  *Electronic Division Status*
    - Record Earnings
      - Revenues increased 58%
      - International sales fueling sales growth
      - Revenue per employee to exceed \$150K
    - Rising Competition
    - Emerging markets yield biggest payoff
  - 6  *CD Division*
    - Primary Goal = Increase Gross Margin
  - 7  *CD Division Status*
    - Gross margin UP by 4%

**Often the hardest part**



**about creating a  
presentation is getting**

**started**



EXIT

BACK

NEXT

# PowerPoint

makes it easy for you.





# Use a template...

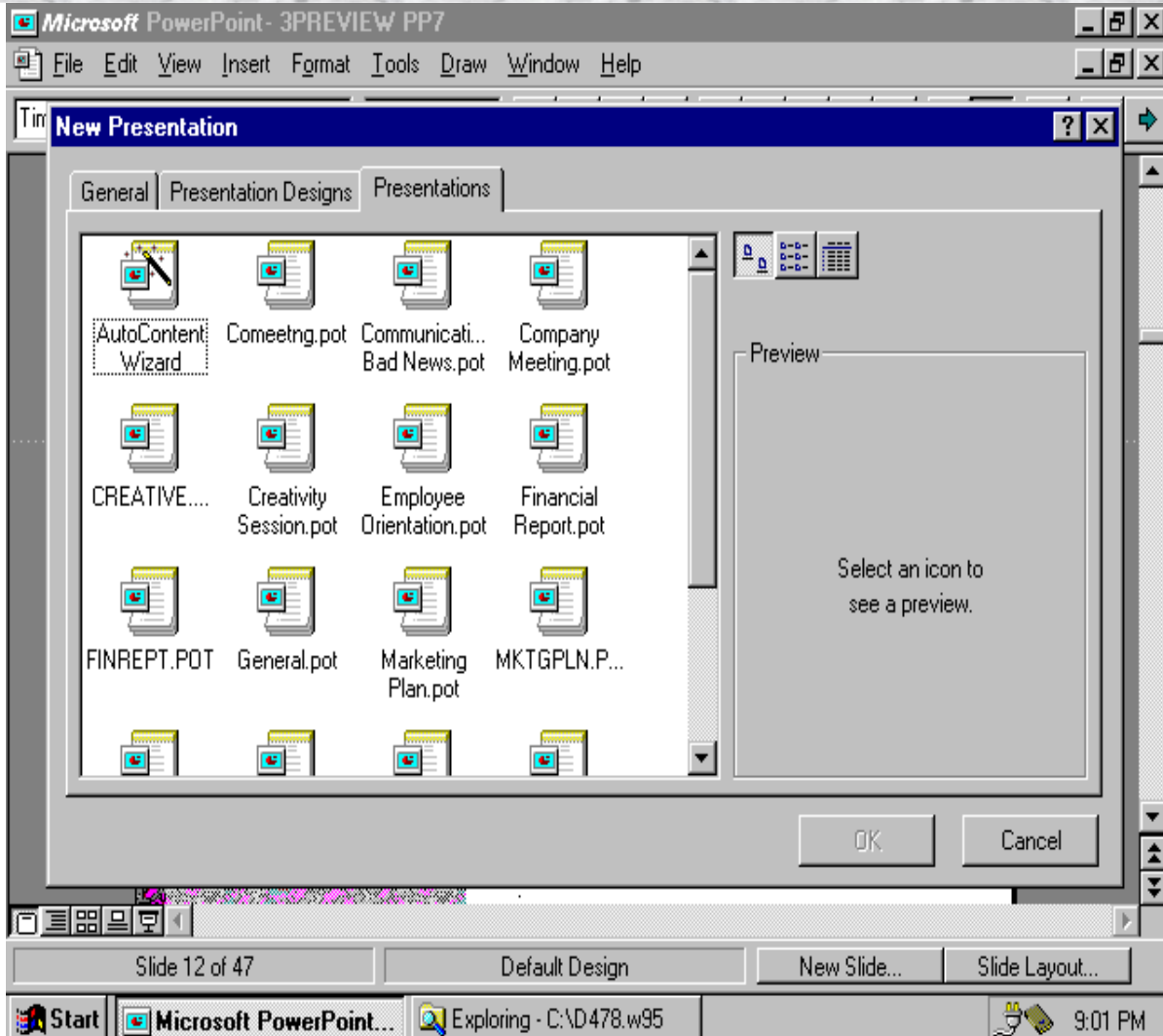
To help organize your thoughts

And to get going quickly

EXIT

BACK

NEXT



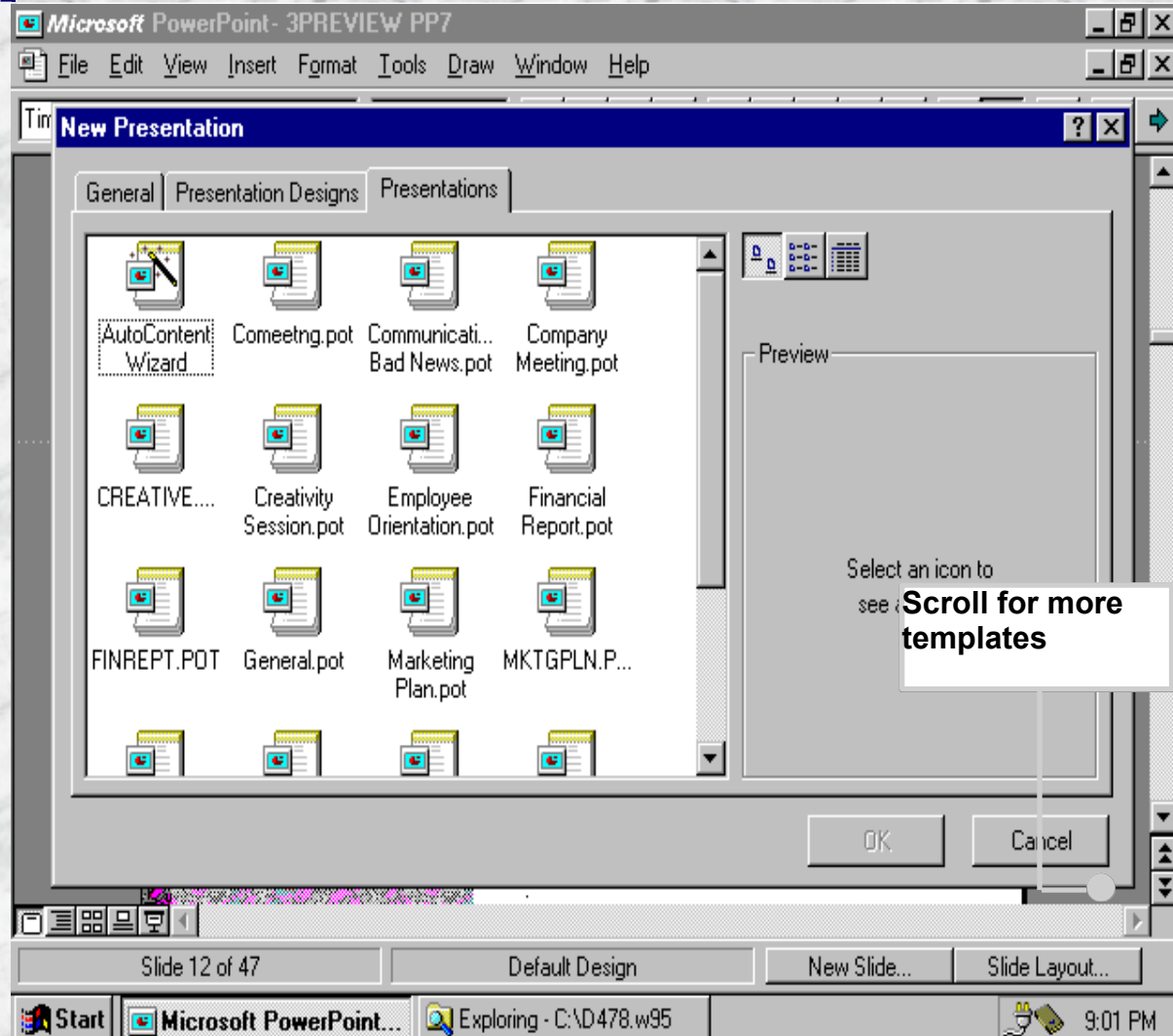
# It's This Easy

EXIT

BACK

NEXT

First, pick the kind of presentation you want to make.



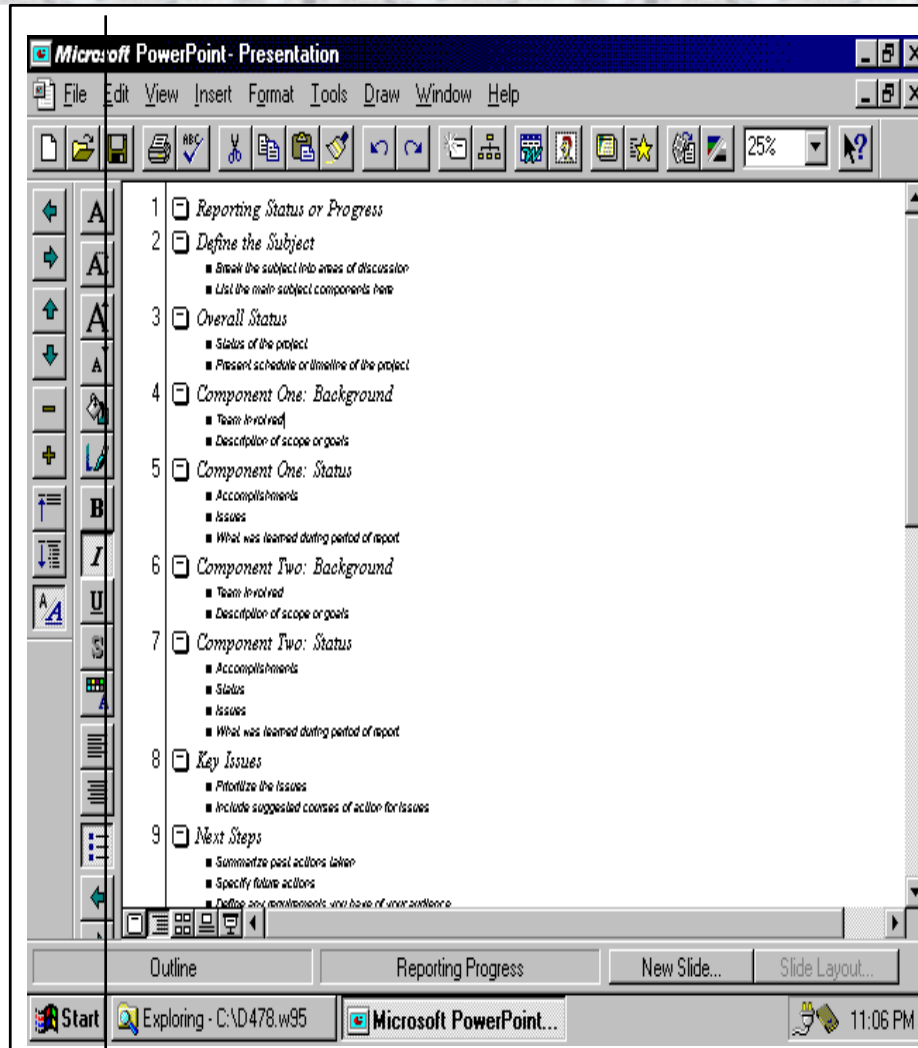
# It's This Easy

EXIT

BACK

NEXT

The template starts you out with a sample outline.





# It's This Easy

EXIT

BACK

NEXT

Just replace the suggested text with your own ideas as you work in outline view...

The screenshot shows a Microsoft PowerPoint 2003 window in Outline view. The title bar reads "Microsoft PowerPoint - *Encore Musical Instruments*". The menu bar includes File, Edit, View, Insert, Format, Tools, Draw, Window, and Help. The toolbar contains various icons for file operations, editing, and navigation. The main slide area displays an outline with 9 numbered items, each with a checkbox and sub-bullets:

- Reporting Status or Progress
- Define the Subject
  - Break the subject into areas of discussion
  - List the main subject components here
- Overall Status
  - Status of the project
  - Present schedule or timeline of the project
- Component One: Background
  - Team involved
  - Description of scope or goals
- Component One: Status
  - Accomplishments
  - Issues
  - What was learned during period of report
- Component Two: Background
  - Team involved
  - Description of scope or goals
- Component Two: Status
  - Accomplishments
  - Status
  - Issues
  - What was learned during period of report
- Key Issues
  - Prioritize the issues
  - Include suggested courses of action for issues
- Next Steps
  - Summarize past actions taken
  - Specify future actions
  - Detail any milestones you have of your audience

The status bar at the bottom shows "Outline", "Reporting Progress", "New Slide...", and "Slide Layout...". The Windows taskbar at the bottom includes the Start button, an Explorer window for "C:\D478.w95", the PowerPoint window, and the system clock showing "11:06 PM".

# It's This Easy

EXIT

BACK

NEXT

...or type your text  
directly on the slides  
in slide view.



## *Financial Summary*

- ◆ Record earnings
  - ◆ US revenues increased 56%
  - ◆ International sales fueling sales growth
- ◆ Revenue per employee to exceed \$150K

# It's This Easy

EXIT

BACK

NEXT

**New slides are easy to add with the click of a button.**



*New Technologies*  
*Provide for Future Growth*

Encore Musical Instruments is the leader in RISC technology applied research

New Slide

New Slide...

Slide Layout...



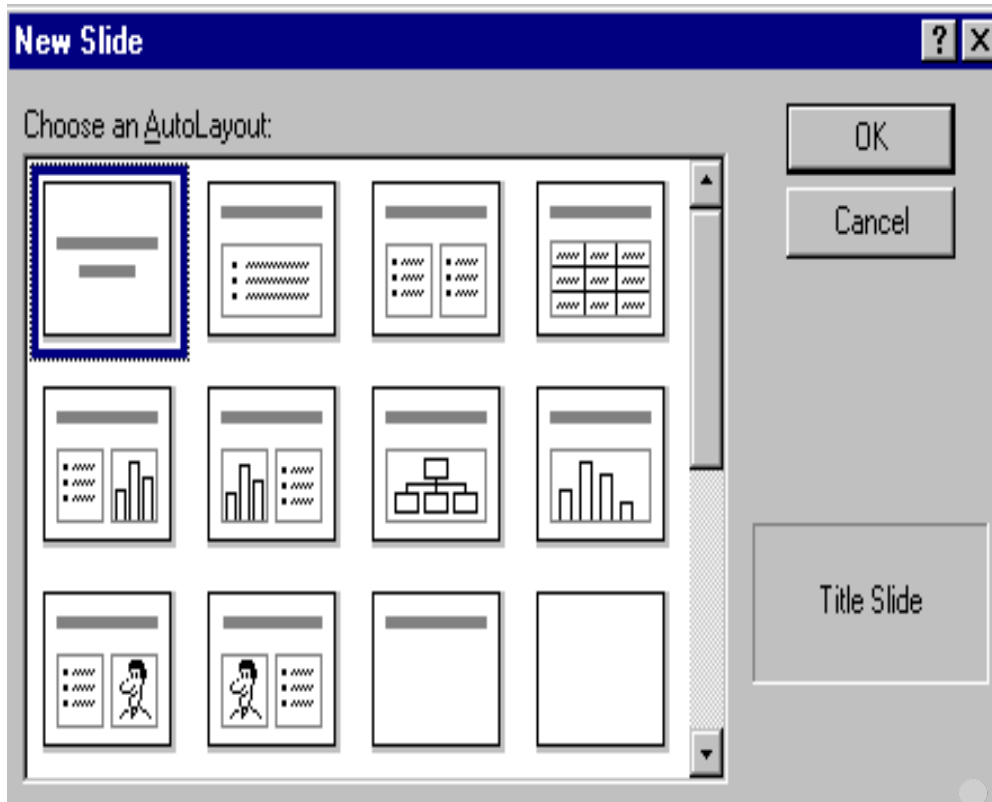
# It's This Easy

EXIT

BACK

NEXT

Slide 1  
Just choose the layout you want from the great selection of AutoLayouts...



Scroll for more AutoLayouts

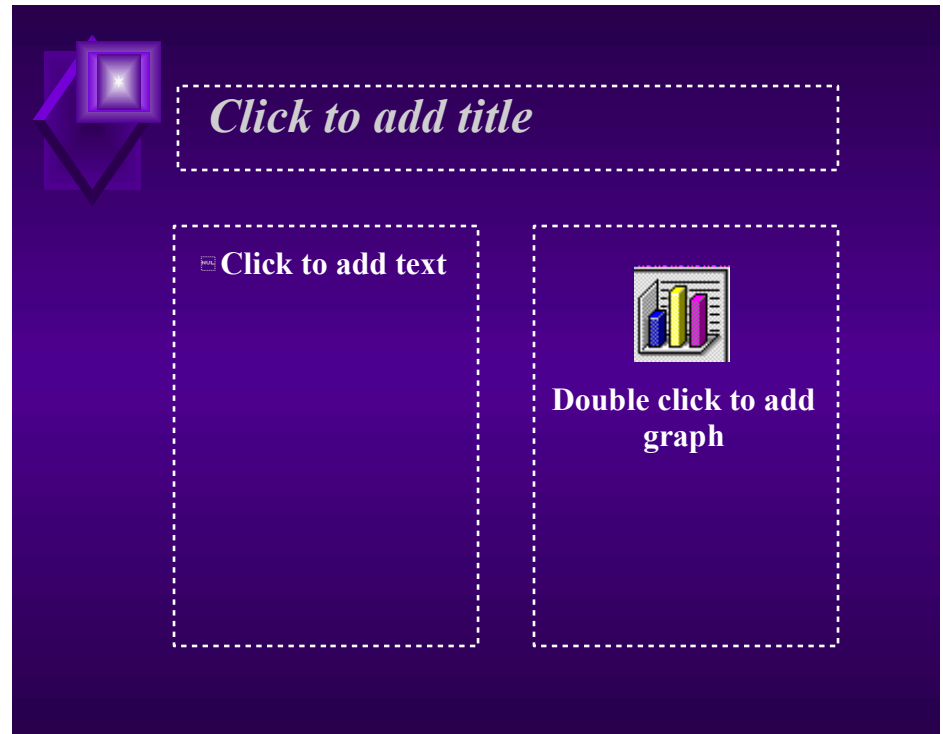
# It's This Easy

EXIT

BACK

NEXT

...and follow the instructions on the slide.



*Click to add title*

Click to add text

Double click to add graph

# It's Just As Easy

EXIT

BACK

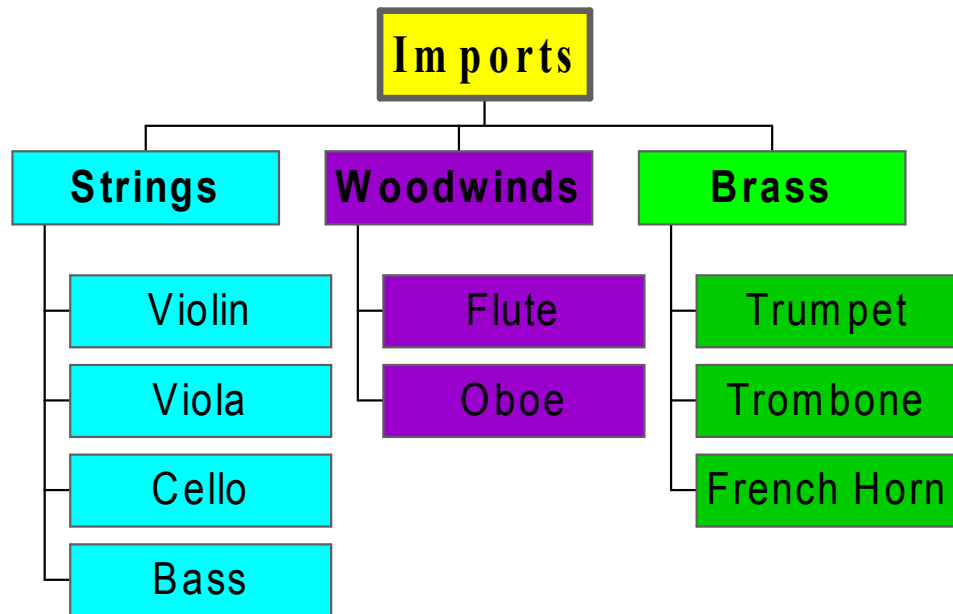
NEXT

To add impact with:

Graphs

Tables

Organization charts





# It's Just As Easy

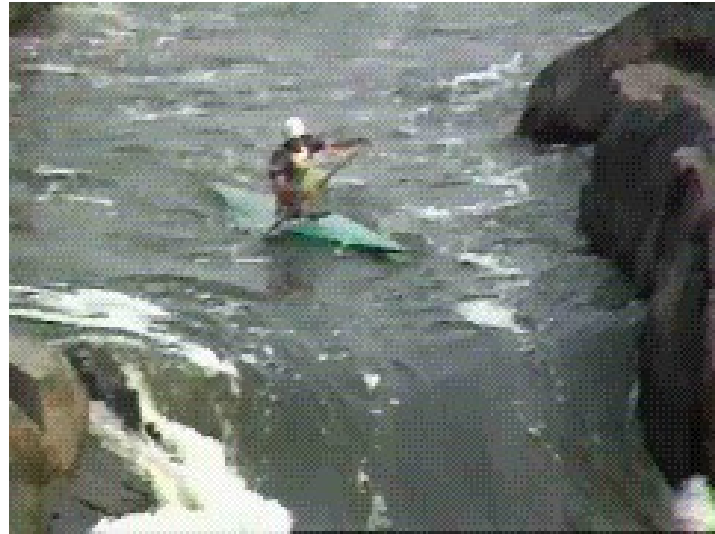
to add impact with:

 Movies and sound

EXIT

BACK

NEXT



# It's Just As Easy

EXIT

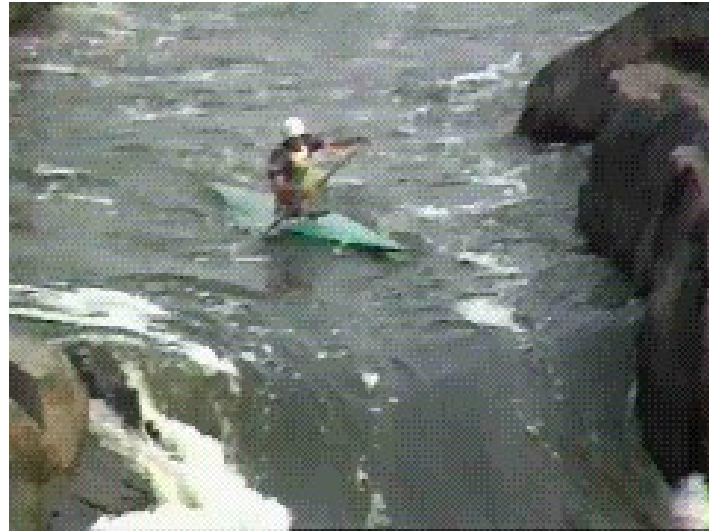
BACK

NEXT

To add impact with:

• **Movies and sound**

• **Special text effects using WordArt**



**EXCitement**

# It's Just As Easy

EXIT

BACK

NEXT

To add impact with:

MOVIES and sound

SPECIAL text effects  
using WordArt

CLIP art



# EXCitement



# You're Looking Good

EXIT

BACK

NEXT

Click to apply a  
Design Template

Give your presentation

a new look...

Apply a different  
Design Template

Apply Design Template



## *High Customer Satisfaction*

- ◆ Worldwide customer support service
- ◆ Independent survey conducted by Ashland Testing Laboratory
  - ◆ 87% of our customers report being satisfied or very satisfied with Encore support and service
  - ◆ Return rate lowest in industry

# You're Looking Good

EXIT

BACK

NEXT

Design Templates  
guarantee a  
professionally-  
designed look for  
your slides.

## High Customer Satisfaction

- ◆ Worldwide customer support service
- ◆ Independent survey conducted by Ashland Testing Laboratory
  - 87% of our customers report being satisfied or very satisfied with Encore support and service
  - Return rate lowest in industry

# You're Looking Good

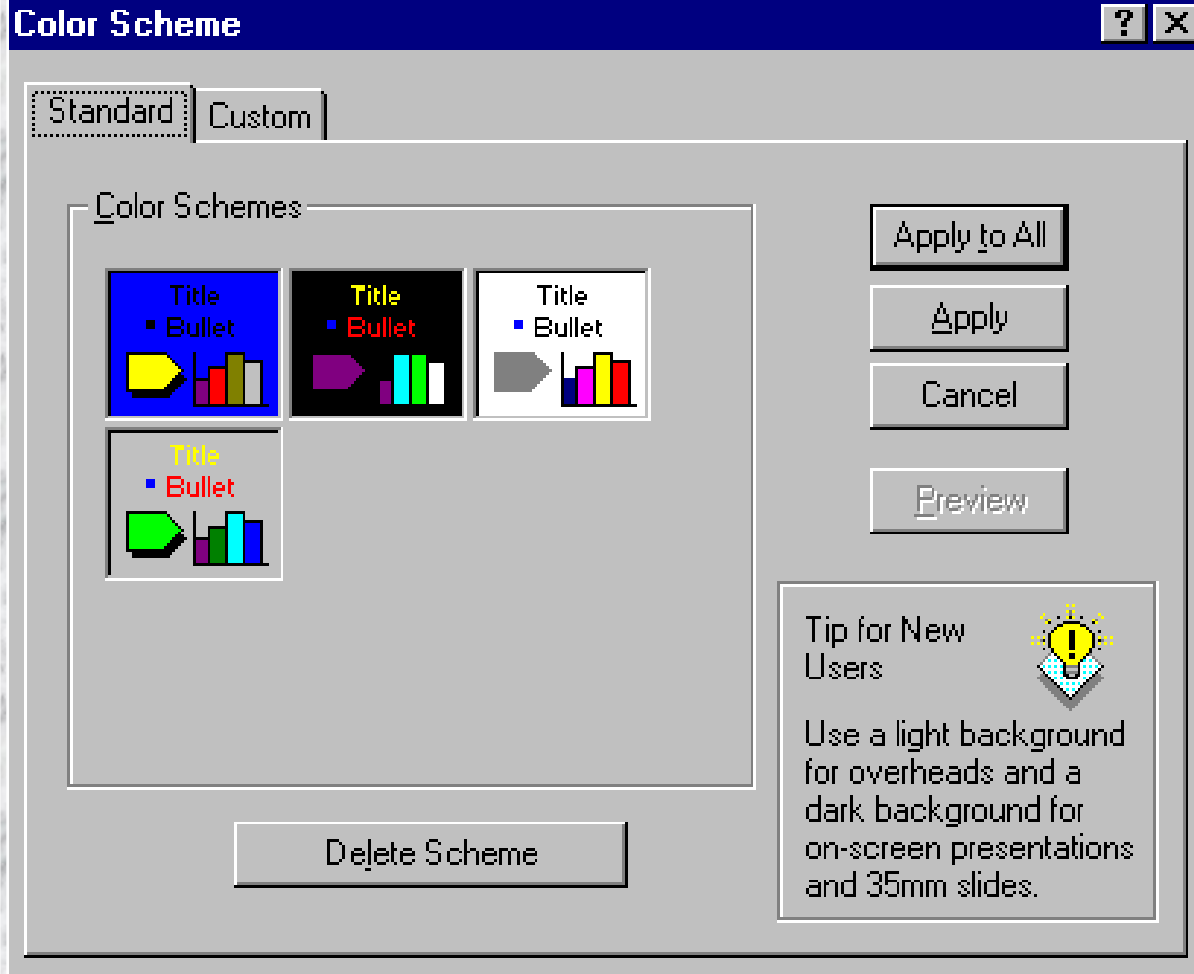
EXIT

BACK

NEXT

Each Design Template comes with a choice of color schemes.

Plus you can create your own.





# You're Looking Good

EXIT

BACK

Black and White

NEXT

See what color slides look like in black and white.

Use PowerPoint's black-and-white view.

B&W View



## *High Customer Satisfaction*

- ◆ Worldwide customer support service
- ◆ Independent survey conducted by Ashland Testing Laboratory
  - ◆ 87% of our customers report being satisfied or very satisfied with Encore support and service
  - ◆ Return rate lowest in industry

**That's how easy it is  
to create  our  
presentation.**

**Here's how PowerPoint  
can help you be  
even more effective.**

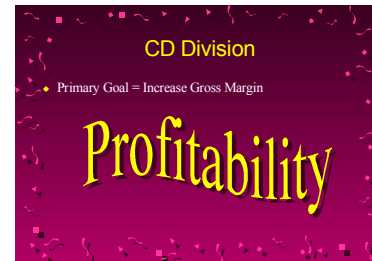
# Be Effective

EXIT

BACK

NEXT

Type your notes or script on PowerPoint's notes pages to refer to as you speak.



On the View menu, click Notes Pages

Type your script for your presentation here. You can print your notes pages and refer to them as you speak. Or, if you give your presentation over a network, you can display your slides to your audience on one computer and display your notes on the other.



# Be Effective

EXIT

BACK

NEXT

Switch to slide sorter view to get an overview of your presentation...

...and to move slides around.

The slide sorter view displays four slides arranged in a 2x2 grid. Each slide has a dark red background with a decorative border of musical notes and squares. The slides are numbered 1 through 4. Slide 1 is titled 'Encore Musical Instruments' and shows 'Q1 1996'. Slide 2 is titled 'Quarterly Update' and lists three divisions: Electronics Division, DC Division, and Imported Instruments Division. Slide 3 is titled 'Market Conditions' and lists opportunities and challenges. Slide 4 is titled 'CD Division' and shows 'Profitability' and a primary goal to increase gross margin. A callout box points to a slider control between slides 2 and 3, indicating that clicking 'Slide Sorter' on the View menu is the action to take.

1

2

3

4

On the View menu, click Slide Sorter

# Be Effective

EXIT

BACK

NEXT

Use PowerPoint's rehearsal feature to practice and time your presentation.

So you can make your points without getting cut short.

On the View menu, click Slide Show and then click Rehearse New Timings

**Market Conditions**

- ◆ Opportunities
  - Pent up demand
  - Lower tariffs
  - Lower interest rates
- ◆ Challenges
  - Increased competition
  - Higher freight costs
  - Materials shortages

**Rehearsal**

00:00:10 00:00:10

Repeat [Pause] [Play]

# Be Effective

EXIT

BACK

NEXT

**Keep your audience  
focused during your  
slide show...**

**Use animated  
effects on your slides.**

## Quarterly Update

 Electronics Division

 DC Division

 Imported Instruments Division

# Be Effective

EXIT

BACK

NEXT

Keep backup information handy...

Create hidden slides that don't appear unless you need them.

The image shows four presentation slides arranged in a 2x2 grid, each with a red background and a decorative border of musical notes and squares. The slides are numbered 1 through 4. Slide 1 is titled 'Encore Musical Instruments' and shows 'Q1 1996'. Slide 2 is titled 'Quarterly Update' and lists three divisions: Electronics Division, DC Division, and Imported Instruments Division. Slide 3 is titled 'Market Conditions' and lists opportunities (Pent up demand, Lower tariffs, Lower interest rates) and challenges (Increased competition, Higher freight costs, Materials shortages). Slide 4 is titled 'CD Division' and lists a primary goal: Increase Gross Margin. A small icon in the bottom right corner of slide 4 indicates it is hidden.

1

2

3

4

On the Tools menu, click Hide Slide. This icon indicates a slide is hidden.



# Be Effective

EXIT

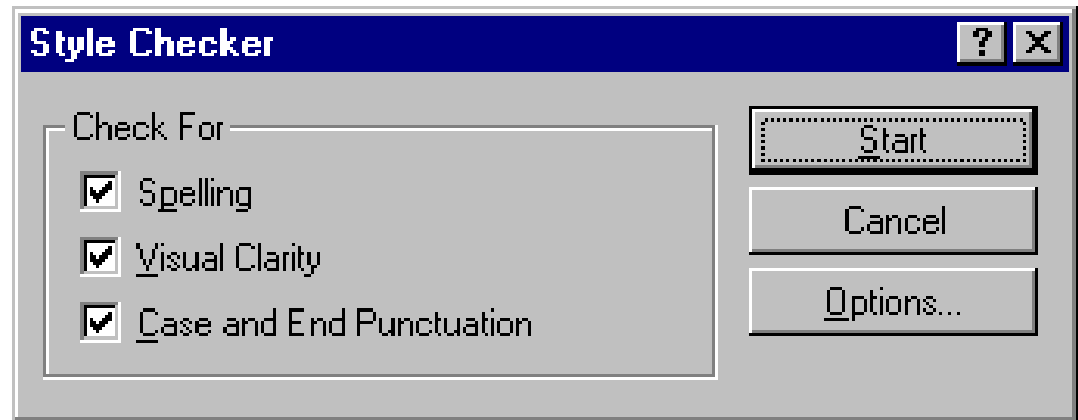
BACK

NEXT

For a really polished presentation, use the Style Checker to identify common presentation problems.

Text too small?

Slides too wordy?



**Now you've turned your  
ideas into a convincing  
presentation, you're ready to  
take your show  
on the road.**



**Use PowerPoint for all  
face-to-face business  
communication and not just  
formal stand up  
presentations.**

**Let's say you're making an  
informal presentation to  
your department...**



**...and you want to keep track  
of what people agree to do  
during your meeting...**



# Effective Everywhere

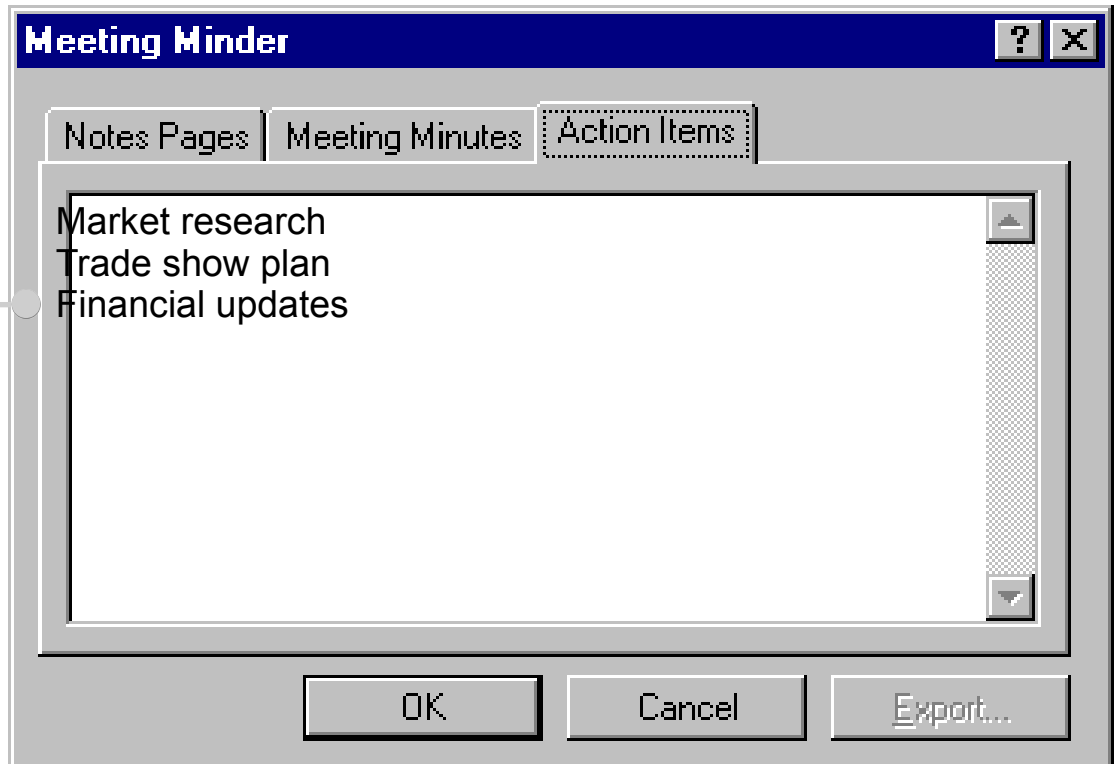
EXIT

BACK

NEXT

Use Meeting Minder to type a list of action items during the show.

Click the right mouse button while in Slide Show to see the Meeting Minder



**Your action items automatically appear as the last slide in your presentation.**

## Action Items

- ◆ Market research
- ◆ Trade show plan
- ◆ Financial updates

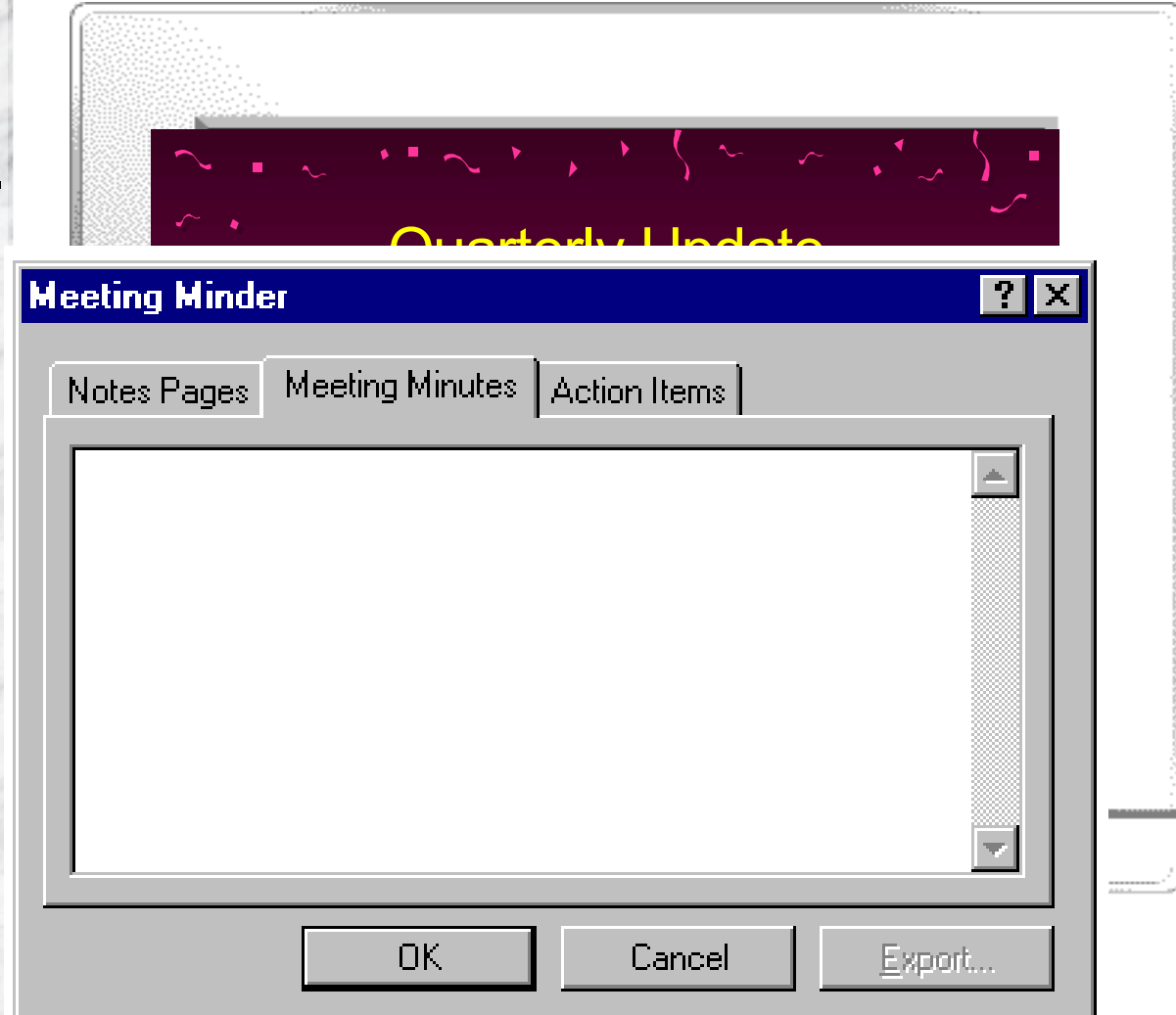
# Effective Everywhere

EXIT

BACK

NEXT

YOU You can also use Meeting Minder to take notes during an electronic slide show.





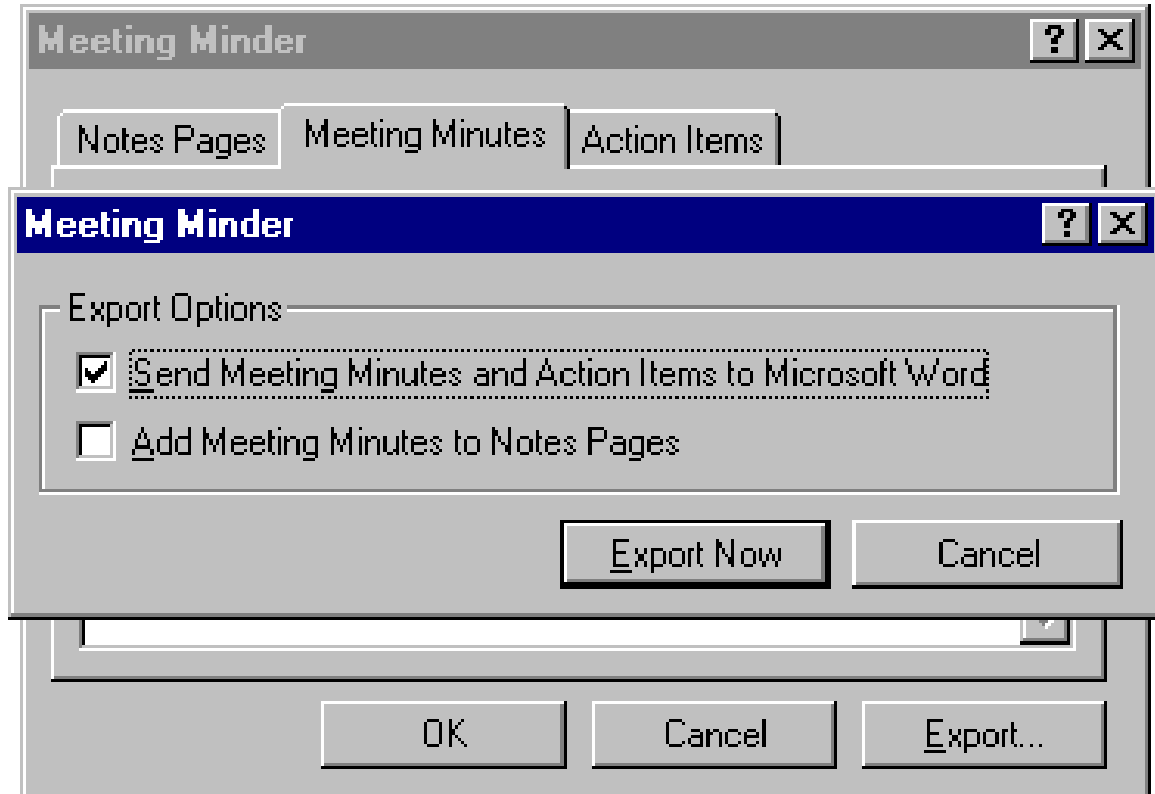
# Effective Everywhere

EXIT

BACK

NEXT

Then, when you're back at your desk, you can export your meeting minutes and action items to Microsoft Word.



EXIT

BACK

NEXT

Get ready for your next  
presentation.



EXIT

BACK

AGAIN

Use PowerPoint  
and find out how easy  
effective communication can  
be.

