

**POWERPOINT:
ENHANCING YOUR PRESENTATION**

1. Create a template for your presentation by selecting the "Designs" tab:
 - a. Click on the arrow to view more templates and select the style you would like.
 - b. Insert different kinds of slides by clicking the "Insert" tab. Then, select "Insert Slide" on the left side for additional options.
2. Add a "Content" slide or click on the "Insert" tab to view additional features:
 - a. Customize "Tables" to organize quantitative and/or qualitative information into proper rows and columns.
 - b. Utilize the vast number of "Chart" options to organize data in a neat fashion.
 - c. The "SmartArt Graphic" options provide a more audience-friendly viewing experience.
 - d. The iconic "Clip Art" adds fun graphics to the slide.
 - e. Add "Pictures" from a photo saved on your files.

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