



# Quick & Easy Power Point Graphics

## Session 1: PowerPoint Overview and Basic Tips & Tricks

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### Part 1

1. Introduction: 0:00 – 7:54
2. Setting Up Your Workspace for Optimum Use: 7:54
  - The ribbon
    - Insert tab – 9:10
    - Design tab – 11:11
    - View Tab – 11:30
    - Shape Format tab – 13:10
3. The Crop Tool and layering – 14:30
  - Page setup & scaling – 14:35
  - Basic cropping – 16:00
  - Background images – 18:00
  - About layers – 20:30
    - Keyboard shortcuts – 22:00
  - Advanced layer techniques – 22:45
  - Overlays – 35:40
    - Shape format union - 56:15

### Part 2

1. Turning tables into designs 0:00
  - Merged shapes combined - 1:50
  - Merged shapes subtract - 8:38
  - Picture format artistic effects - 11:13
  - Adding graphics to tables – 14:27

- More on overlays – 17:51
  - Get Add-ins – 20:25
2. Create high resolution print ready designs – 33:12
    - Web ready graphics, resolution 35:00
      - Clarity of image – 36:17
      - Clarity standards – 36:40
    - Print ready graphics – 38:55
      - Screen shots of saving/exporting slides for pc users - 41:07
      - Screen shots of saving/exporting slides for MAC users – 42:40

## Part 3

1. Create KDP eBook cover – 0:00
  - Standard size – 1:30
    - 1600 x 2560 px
    - 5.333 x 8.533 in
  - Creating your guide lines – 3:35
  - What to export image as – 14:50
2. Create KDP print cover – 18:40
  - Downloading KDP cover template – 20:05
  - Math for cover size calculation – 22:10
    - Add .25” to height
    - Width x 2 + .25 + spine width (located on the spine on the template)
  - Begin creating cover – 24:15
    - Question about print covers for digital download books – 25:33
  - Cover training and some tricks – 26:20
    - What to delete before exporting – 36:33
    - Adding a spine – 41:05
    - Exporting cover – 44:24
3. Questions – 46:25