UofA OLLI Graphic Design & PowerPoint® Class

1. **Introduction + Good vs. *bad* PowerPoint**
2. **PowerPoint is like a paper collage**
3. **Ctrl+Z – Ctrl+X – Ctrl+Y –Ctrl+C – Ctrl+V** [COMMAND] **key on MAC**
4. **Interface overview**
   a. **Toolbar vs. Ribbons & Page layout & Portrait vs. Landscape & sizing pane**
   b. **Recommendation: NO Themes & MS/Designs & MS Template slides**
5. **Shapes & text creation**
   a. **Dotted outline vs. solid line & grab handles**
   b. **Move Shapes & Group / Ungroup**
6. **How to save your work**
7. **COLOR THEROY**
   a. **Color Wheel: RGB vs. CYMK & Pantone® Matching System (PMS)**
   b. **Web vs. Print resolution & Inkjet vs. Laser printing**
8. **Change Colors & Line + /Boarder Thickness**
9. **Typology and Fonts**
   a. **Serif vs. San Serif vs. Grunge vs. Symbolic**
   b. **Add/Change font face**
   c. **Bold & Italic & Underline & Superscript/Subscript**
   d. **Leading and Kerning & Insert special characters & Ligatures + Ornaments**

   > *hyphen vs. en mark vs. em mark*

10. **Alignment & Distributions of objects**
11. **Gradient Colors – just like the entire world**
12. **Manipulate Shapes (other than PowerPoint® shapes, e.g. Post-it® notes**
    a. **Gradient colors & transparency**
    b. **Shadow – Shadow – Blur – Rotation – Edit Points**
13. *Insert/Import*
    a. **Clip art, Sounds, & Movies**
    b. **Modify Clipart (PAINT)**
    b. **Pictures – color/brightness corrections**
    c. **Sound & Movies – Limited 'editing' options**
14. **Animation & Transitions in PPTX presentations & Self-running show w/o PPT**
15. **3D Shapes, & Boolean Functions**
16. **Customize shapes & working @ 400% & resizing +unusual design effects**
    Convert to .jpg or .png for other software
    a. **Punch out; 3D; text effects; picture paste**
    b. **Change/rearrange ribbons**
17. **Build Branding Bible & Lorem Ipsum**
18. **Things that Microsoft says "you can't do"**
19. **Student Presentations (optional) + Certificates**
20. **Week 8: review/Q&A, explain & work with individuals**

Please contact me at any time if you need additional assistance:

James Ertel, 720-201-5236
jertel@earthlink.net

Ideas for PowerPoint® projects
Brochures: eBay or Craft Shows
Dinner menus & Pot Luck recipes
Flyers – Invitations – Posters
Certificates
Personal or Business Cards
Self-running shows:
   Business –Family–Hobbies
Illustrations in research papers
Website design elements
Social media designs
Tribal history & Traditions
and Presentations