

Create Your Visual Aid Using PowerPoint

COMM1000 Hands On

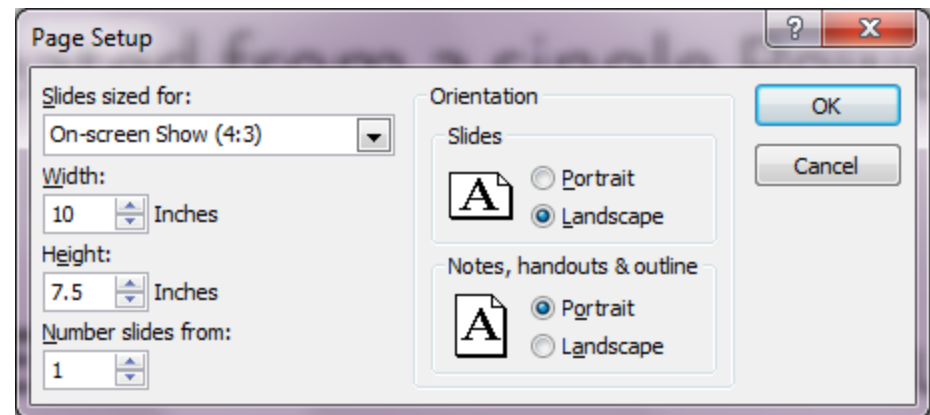
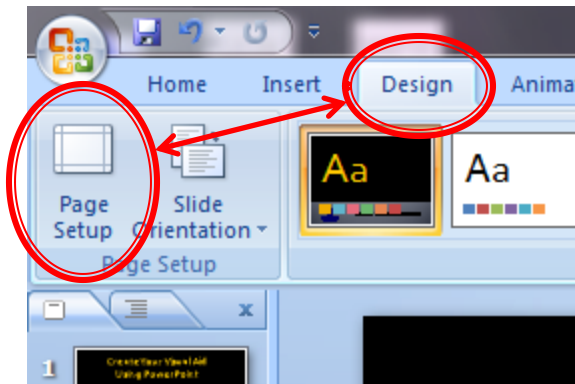
- Setting up your poster
- Working with text
- Working with images
- Check image quality, readability, overall layout
- Save your work



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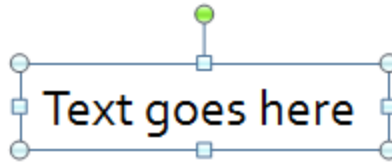
Setting up your poster

- A poster is created from a single PowerPoint slide sized for large format printing.
- It is ***EXTREMELY IMPORTANT*** to set up the slide size before designing anything!

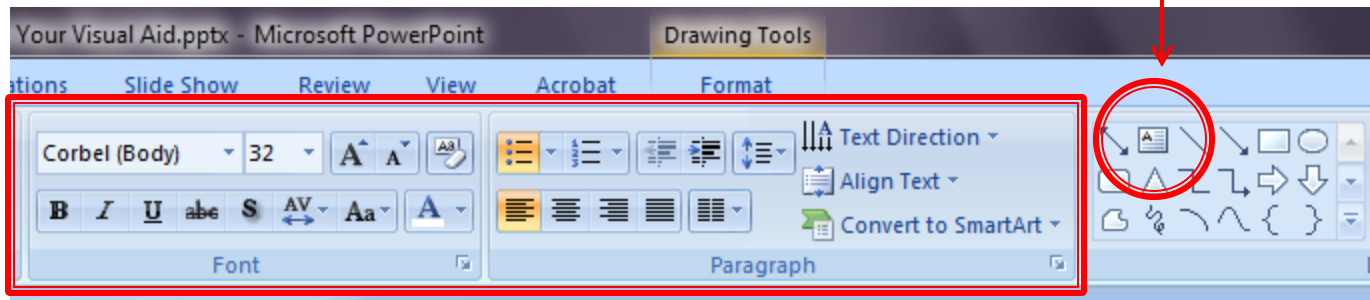


Working with text

- Text is created by placing “text boxes” on the slide



- Text controls are located at the center of the HOME tab



Working with images

- Image sources

- Web images
- Scanning
- Digital camera
- Clipart



- Image file types

- JPG
- GIF
- BMP
- TIF
- PNG

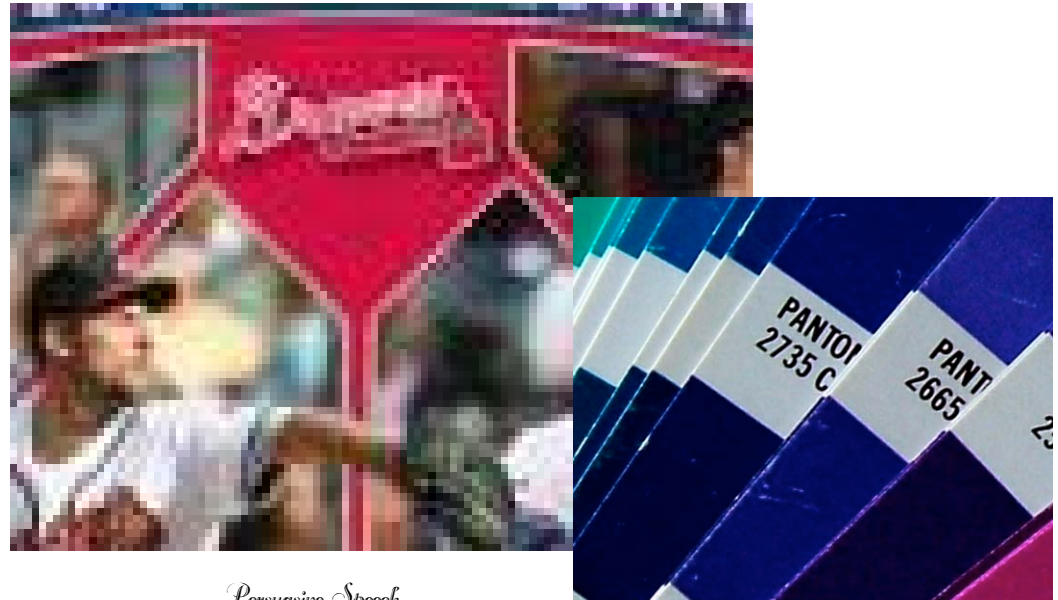


Working with images

- Good web sources for images
 - Openphoto.net
 - Morguefile.com
 - Photobucket.com
 - Flickr.com
 - Images.google.com

Check image quality, readability, overall layout

- Image problems
 - Distortion
 - Pixelation
- Text problems
 - Type too small
 - Unreadable fonts
 - Too much text



Persuasive Speech

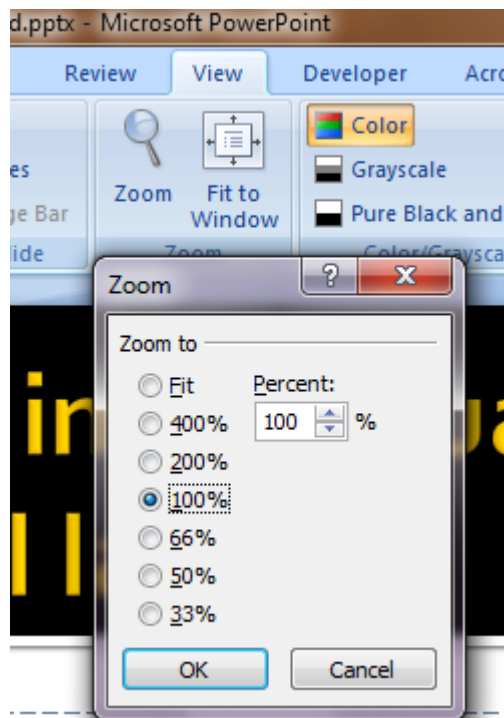
Persuasive Speech

Persuasive Speech

As a service to job seekers, the JobOpenings.net offers links to many local businesses. The manufacturing career opportunities listed below are located on the Web sites of those businesses. JobOpenings.net does not manage, and is not responsible for these job listings. We are a job listing service, not an employment agency. If you need an agency, please see [our list](#).

Check image quality, readability, overall layout

- A surefire way to check for problems....
 - At 100% zoom level, what you see is what you print



Save your work

- Options for saving your work
 - Thumb drive
 - Email yourself an attachment
 - University Home or “H” drive
- Your work can serve as a visual aid template for future speeches