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Select the image Right-click the image Select "Copy" then Paste (Ctrl + V) The image on your slide from there you can adjust the size and positioning of the image Add the styling to your image if you want to add styling to your image to help the image stand up ... select the image you want to improve Click on the pink card "Format" from there, select a "Picture style" or a border or effects on the image you would like to use Note: All edit options Images are inside that shape card Pink fitting that you can ask to add slides to slides as part of your job. So click on "Notes" located on the bottom of your presentation, this will open a set of notes on your slide that will say "Click to add notes" To adjust how much space you need to write notes, click on the gray line and drag it up or down: the zone "Notes" of a powerpoint typically acts as private notes for a presenter to be referred to during a presentation (as Index cards). However, when your assignment is a PowerPoint that you will send, the notes should act as a written component of your job. It deals with the known area of each slide as a paragraph of an academic document. You should include full sentences that explain and support the main idea on the slide and include in-text quotes for any information from external sources. If you wish to make text or images disappear or move a present, consider adding animations to scroll elements. Adding animations Time information with clicks, so the content appears only when you want it, instead of everything at once. To add animations ... Click on the tab "Home" Select "Animations" So you can see what to add to your slide, then select the part of the slide you want to animate (image, bullet point, text, etc.) Then select an animation style: Green Animations = Entrance Effect (things appear) Yellow animations = emphasis effect (movement of things) Red animations = output effect (Things leave / disappear) once an animation has been added, the number should appear next to it. This indicates your order or the number of clicks that it will take for that element to appear on the slide. Adding transitions between your slides can help make your presentation look more polished. To add transitions ... click on the tab "Transitions" Select the transition style you want to click "Apply" for all suggestions: Choose a simple transition as "Cut" or "Dissolve" Transitions from too flashy can be distracting. Some tasks may require you to add narrative (you're talking about) to your slides. To do this ... Click on the tab "Insert" Select the button "Audio" and select "Record" Click the "Record" button and record your audio. Once you have finished registering, click "OK" An audio icon should appear on your slide. Tip: Move the audio icon to the lower left corner of your slide (or somewhere where it is seen, but not in the way). Another great way to improve your presentation is inserting a YouTube video on one of your slides. To do this | Click on the card "Insert" | Select the "Video" icon and click "Online video" from there you can search YouTube for the video you would like to include on your slide once you find the video you like, select it and click on "Insert" | Adjust the size and positioning of your video NOTE: The video will only play in "Model" and you need an internet connection To navigate for YouTube videos. Some PowerPoint tasks require you to follow the APA or MLA guidelines when designing your presentations. To ensure that your PowerPoint meets the academic academic style These guidelines: include a title slide at the beginning of the presentation. This is the slide where you include the same information that should go on the first page of your document (or the title page), such as your name, the name of the instructor, the course, the expiration date and title of Your presentation. Follow the same first page or title page requirements for the academic format style that is required to use. Any information from sources that include on your slides that are not common to know must include a quote in the text of that source. Any image or figures within your presentation must be quoted on references / only the slide works, using the correct reference / quoted quotes. All sources mentioned during your presentation must be included on a separate slide at the end of the presentation: format the slide in the same way in which the APA reference format or MLA Works mentioned the page quotes your sources based on the lines Current APA or MLA® guide, depending on the directions of the assignment directions apa font size for powerpoint

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