

## **PowerPoint for Legal Professionals**

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PowerPoint for Legal Professionals is ideally for those involved in litigation but can be customized to fit the needs of a varied clientele. In this class, participants will learn how to use custom animation, import and crop photos, and import and manipulate documents, in order to create PowerPoint slides useful for litigation purposes. To customize this PowerPoint presentation for your own use, go to View, Master Slide, and delete the SCPLL logo.

The format of the class is that the instructor will show a series of demo slides (Slides 1-30) and discuss the various aspects of PowerPoint, specifically, design strategies and pitfalls, and the many toolbars and panes that are utilized during the class. After the demo slides are shown, the class is ready to begin making their own slides.

After opening a new PowerPoint session, the instructor and class participants will ideally make each of the slides together. Finally, the class will successfully save and view their slideshow. In this PowerPoint presentation slide transitions have been set for "on mouse click" for the Slide Show.

The instructor will conclude the class by showing the final slides of the demo presentation (Slides 32-39). These slides discuss where class participants can get more information and tools about PowerPoint from Microsoft Office Online.