

## PowerPoint 101

***You will find that PowerPoint is a very user-friendly program!***

To begin your journey, watch the following two PowerPoint teaching videos and take notes. You may need to watch them a couple of times to get all the information, and that is OKAY!

This is a 23-minute introduction to PowerPoint for an absolute beginner.

[Microsoft PowerPoint Tutorial - Beginners Level 1](#)

This video is a quick tip guide for beginners to engage in a few of the advanced features.

[10 Quick PowerPoint Tips](#)

If you really want to dig in and become a PowerPoint connoisseur, this website offers a FREE tutorial series and templates that are easy to manipulate.

<https://edu.gcfglobal.org/en/powerpoint2016/>

Once you create your PowerPoint, be sure to save the file. Then send it to the Writing Center for review. The Writing Center uses an online paper portal for the submission of student work. Please use the link below to submit your PowerPoint file. You will need to be logged into your RichmondCC Office 365 student email account.

[The Writing Center Paper Portal](#)

If you need assistance with access to your RichmondCC Office 365 account, contact the RichmondCC help desk at 910.410.1701.

*You can do this! ☺*

**Teresa A. Caballero-Meehan, M.P.A.**

*Academic Success Center Evening Coordinator and Writing Center Coordinator*

Phone: (910) 410-1896

Email: [writingcenter@richmondcc.edu](mailto:writingcenter@richmondcc.edu)