PowerPoint® for Public Safety™

From Basic Design to Video Capture Applications and Strategies for Public Safety Personnel

PowerPoint® for Public Safety™ was specifically designed for personnel tasked with making and presenting information about the operations and processes of public safety. Within this manual are the best practices which will allow personnel to more efficiently create more effective presentations.

Thomas M. Manson
Police Technical
www.policetechnical.com

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Welcome!

Good morning and thank you for attending this **POLICE TECHNICAL** course.

My name is Thomas M. Manson, founder of **POLICE TECHNICAL**, the company which is presenting this technical training course. Today you will be an attendee in a course which **POLICE TECHNICAL** and your instructor have been preparing for many months, and, truthfully, have been preparing for many years.

POLICE TECHNICAL has worked for several months to make your class today a reality. Each year we receive training requests from agencies across the country, and every successful class is the culmination of 4-6 months of coordination, marketing, and logistics. A May or June class likely began with a training request from the previous year.
Your instructor has also worked for many years preparing to teach this class. In addition to several years of law enforcement experience, many dedicated to the subject of your class; he or she has completed a lengthy process with

POLICE TECHNICAL to become one of our instructors. This process involves a documented hiring process, a thorough background investigation, a detailed instructor and materials development process, and a continuing program of mentorship.

POLICE TECHNICAL and our instructors work hard to provide superior quality training for law enforcement in computer applications, online investigations, and forensics. I can tell you without hesitation, "*Your course today will be one of the best you have ever had in this subject, and your instructor is one of the best in the field of law enforcement*".
I know you'll find this class valuable, but if ever want to talk with me about your experience, or if you would like to talk about bringing a **POLICE TECHNICAL** training course to your agency or department I would happily speak with you.

Enjoy your class, and thank you again for attending this **POLICE TECHNICAL** course.

Respectfully,

Thomas M. Manson
POLICE TECHNICAL
812-232-4200 | www.policetechnical.com **|** info@policetechnical.com

Our History

In 2004 POLICE TECHNICAL LLC was establish to further professionalize the law enforcement training process created by Thomas M. Manson.

In 2007 POLICE TECHNICAL was recognized as a Sole Source Provider by federal law enforcement agencies, offering a level of training unavailable from any other source. POLICE TECHNICAL incorporated in 2009 to provide a suitable structure to expand business operations.

In 2010, POLICE TECHNICAL scheduled more than 50 national training courses (primarily PowerPoint® for Public Safety™).

In 2012, s new classes were developed and being taught by 6 additional instructors.

Goals of the Course

1. To review the concepts which make a successful presentation
2. To provide a basic understanding of PowerPoint®
3. To provide the knowledge, skills, and materials to master PowerPoint®
4. To provide a detailed analysis of custom animation
5. To provide the knowledge to capture objects for use in PowerPoint®
6. To provide information about saving and presenting presentations
7. To facilitate communication among attendees and agencies
8. To improve training through better communication and technology

Course Overview

Three Big P's

1. Presentations Skills

2. Preparation

3. Practice

Three Big Q's

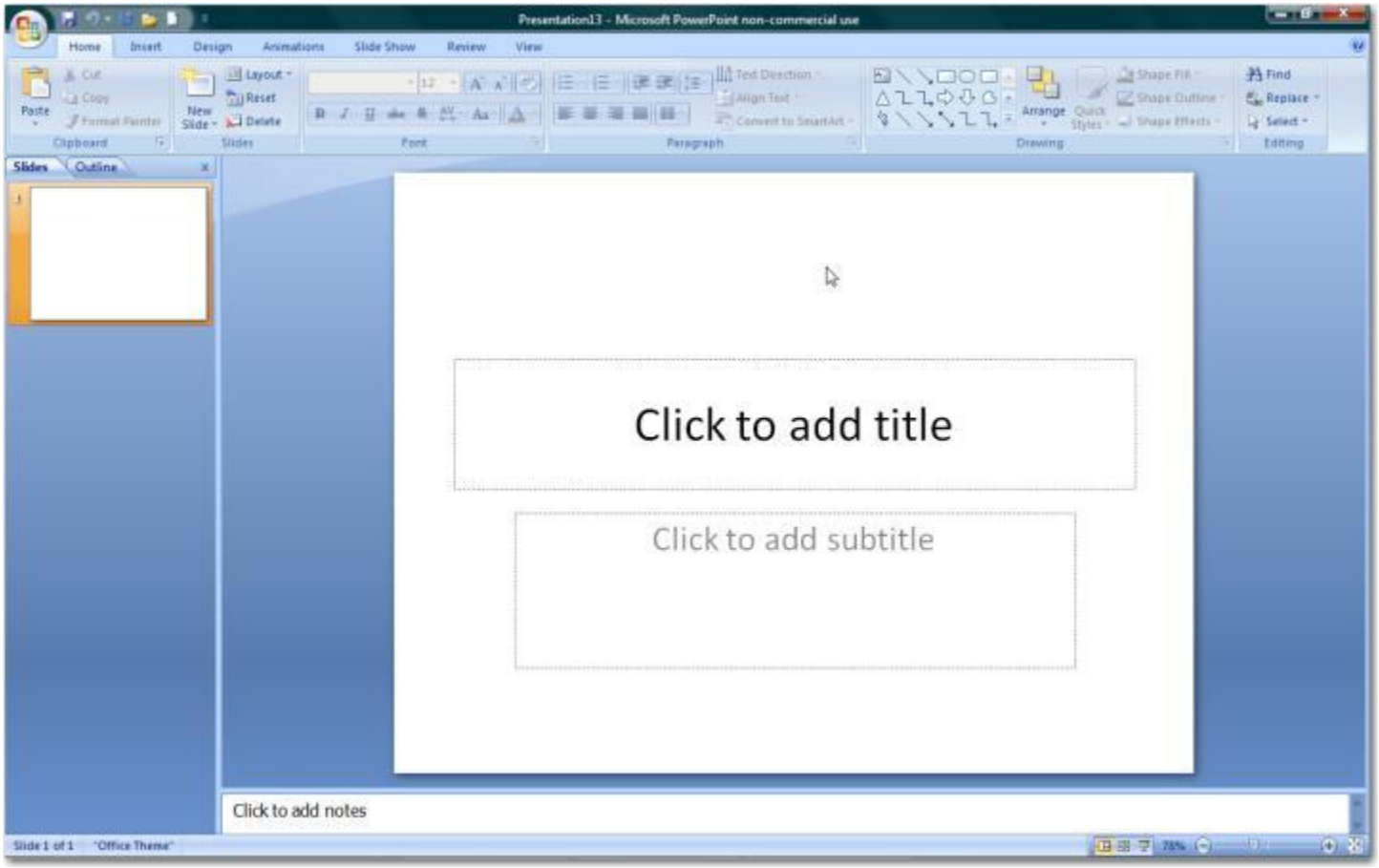
1. Who is my audience?

2. What do I want them to Know, Do or Believe?

3. What is the most effective way to accomplish my goal?

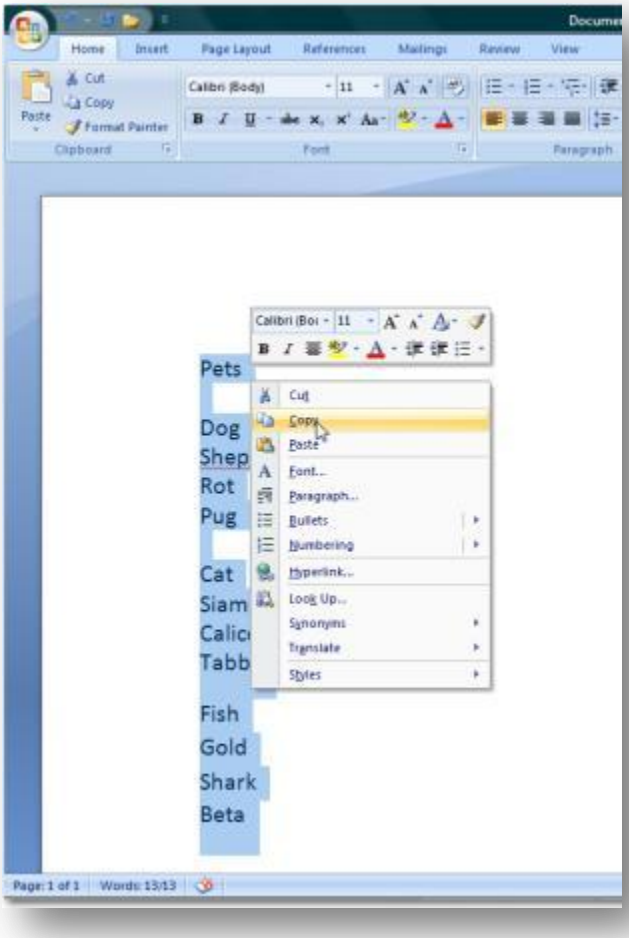
When is it too much?

The First Slides



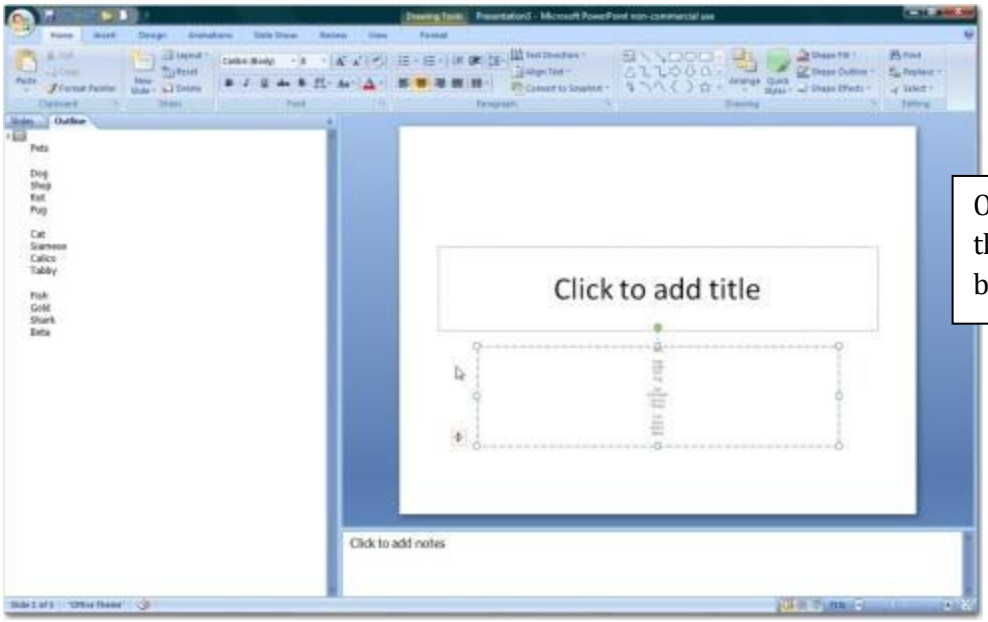
Faster Development

Copy and Paste and Promote

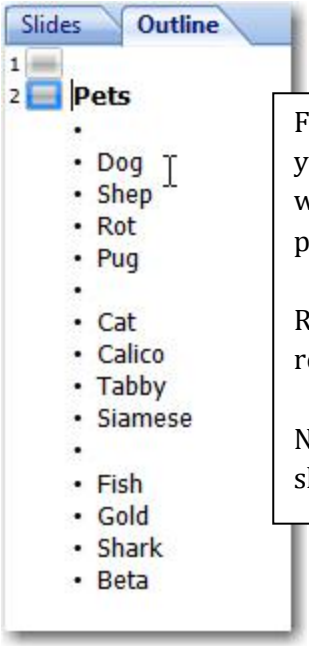


Faster Development starts in Microsoft WORD with a simple outline.

Copy the outline with CTRL-C or right click and Copy.



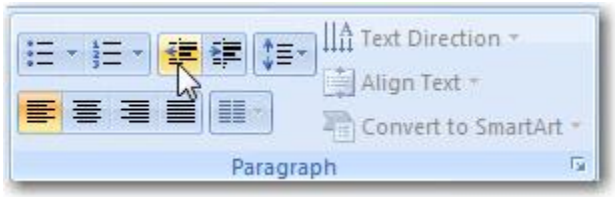
Open PowerPoint and Paste the copied text in the subtitle box.



From the outline tab, place your cursor in front of the first word in the outline and promote it using Shift+Tab.

Repeat this process on the remaining main points.

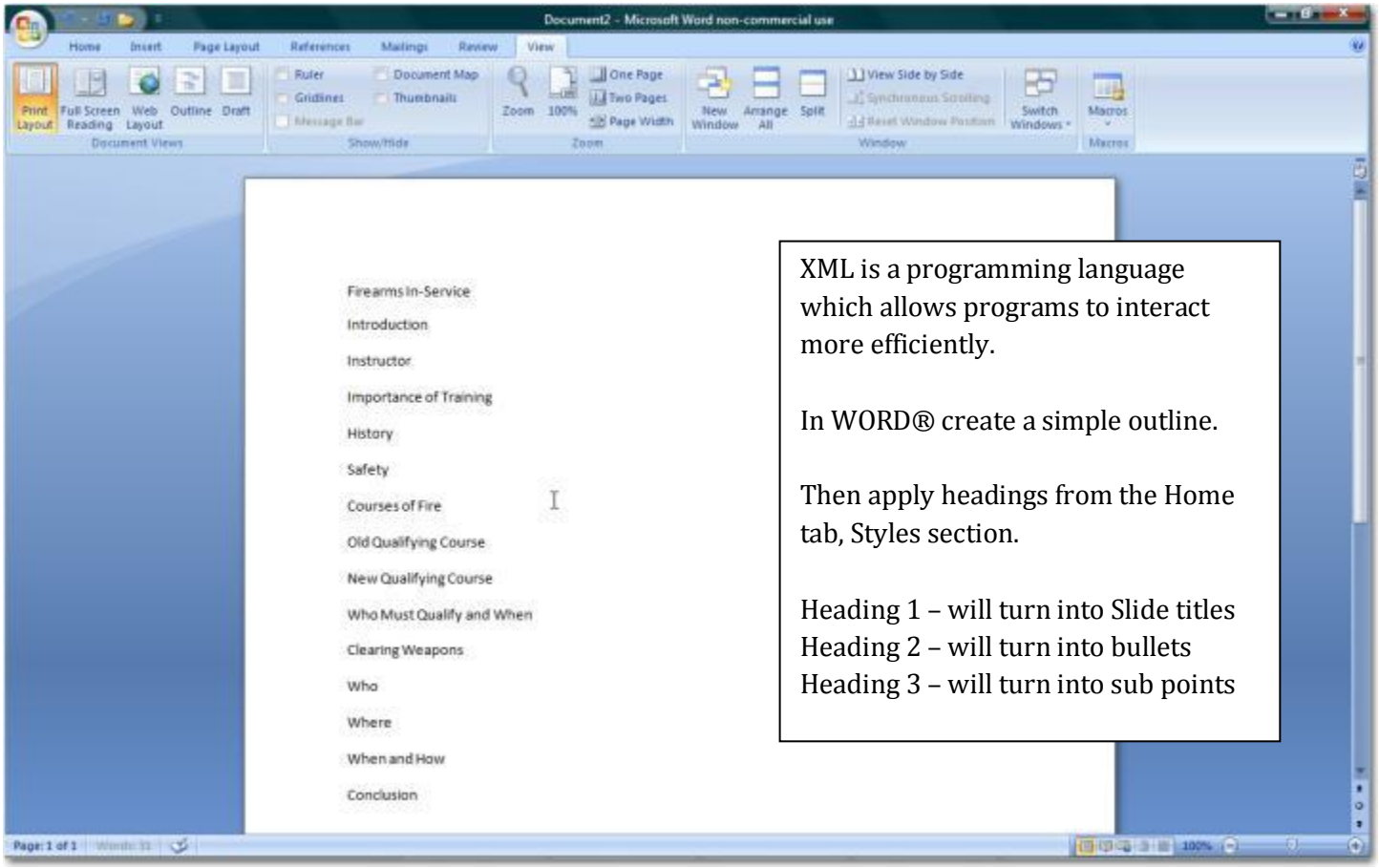
Note: Delete the first blank slide.



Promote and Demote buttons are also found on the Home tab, in the Paragraph section.

Shift+Tab = Promote

Tab = Demote



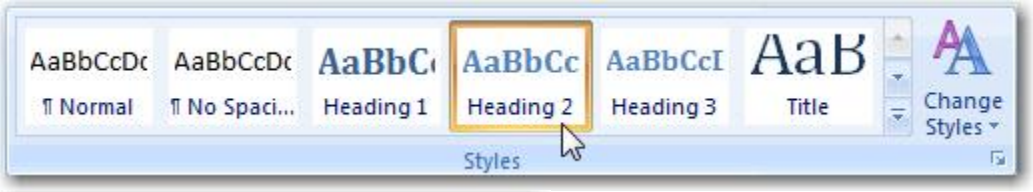
XML is a programming language which allows programs to interact more efficiently.

In WORD® create a simple outline.

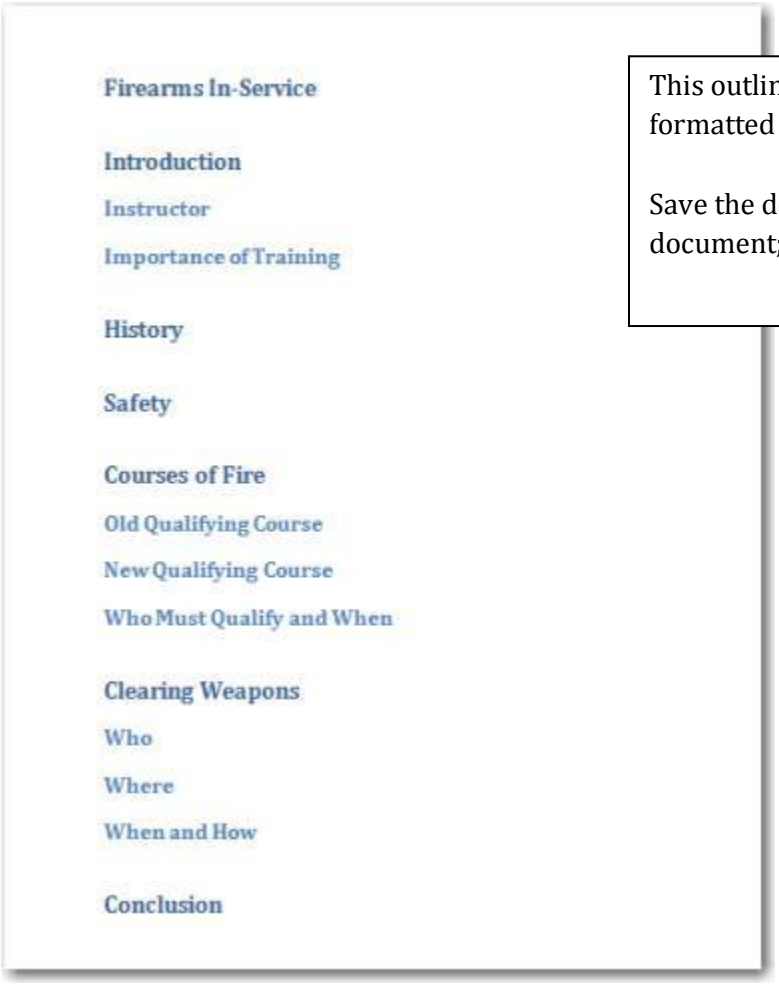
Then apply headings from the Home tab, Styles section.

Heading 1 – will turn into Slide titles
Heading 2 – will turn into bullets
Heading 3 – will turn into sub points

"Firearms In-Service" has been formatted with Heading 1.

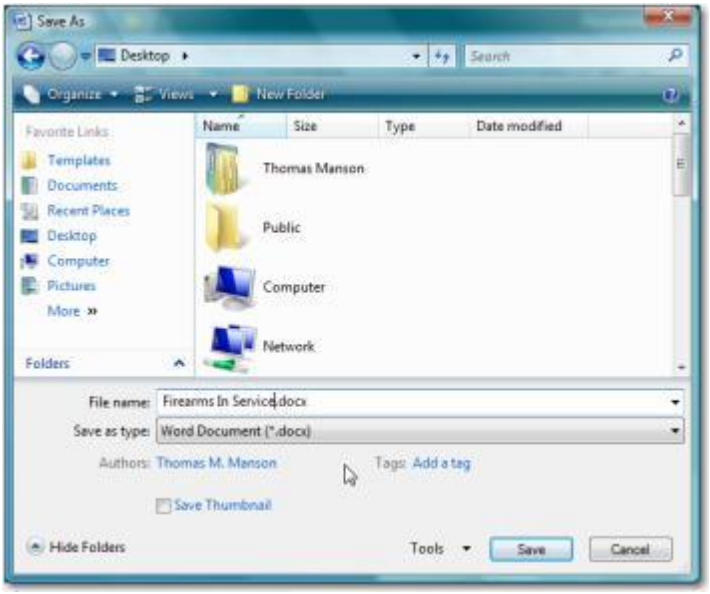


"Instructor and Importance of Training" has been formatted with Heading 2.

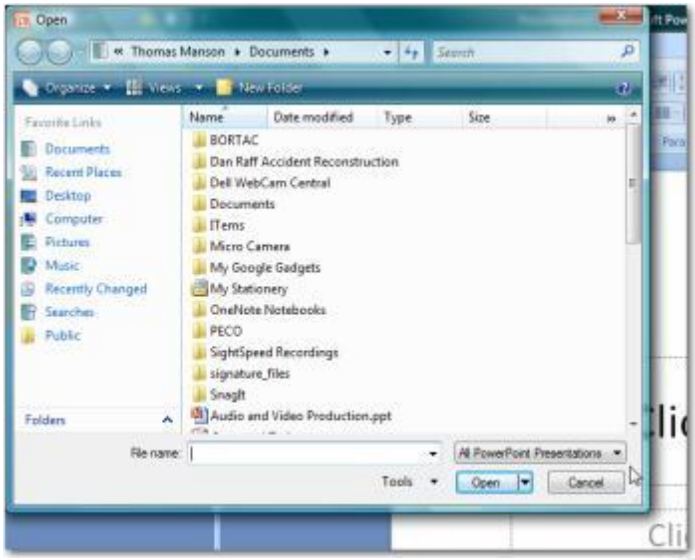


This outline has been completely formatted with Headings.

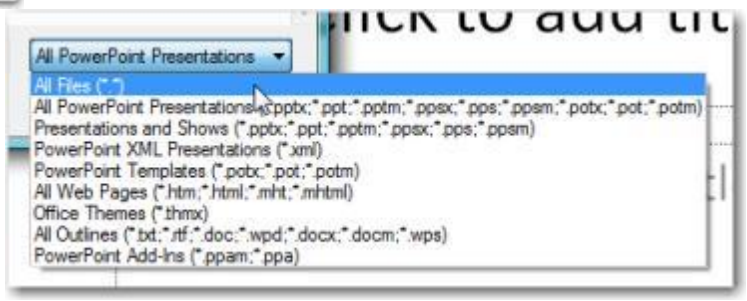
Save the document as a 2007 WORD® document; with the .docx extension.

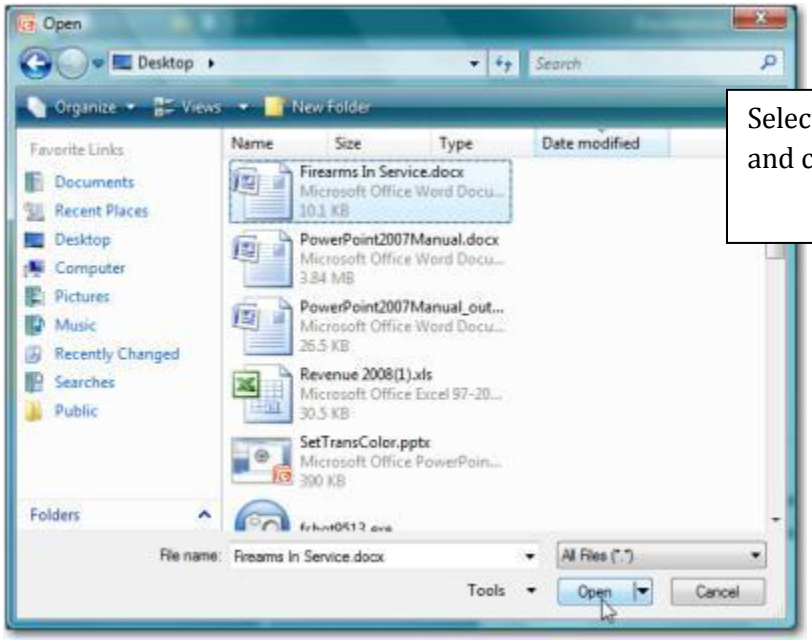


Once the document is saved as a WORD® 2007 or .docx file, close it. Next, open PowerPoint® and open the document using the Open file command.

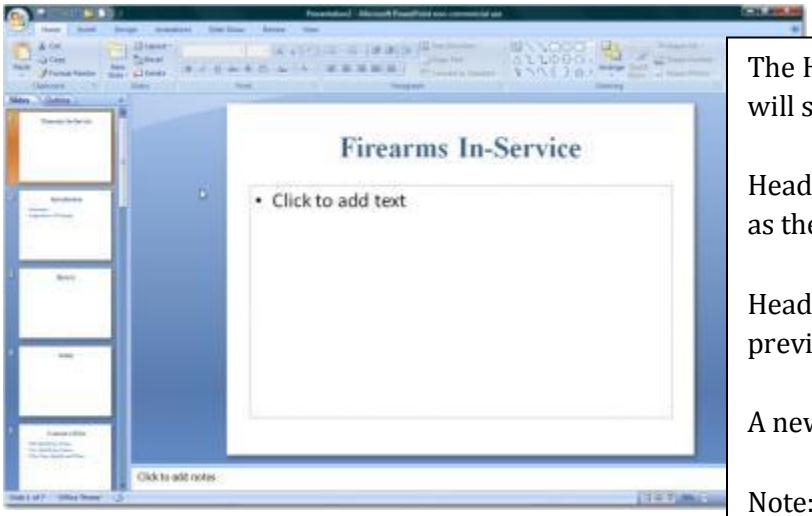


PowerPoint® typically tries to open its own file types exclusively. Make sure "All Files" are selected to be





Selected the appropriate WORD® file, and click Open.



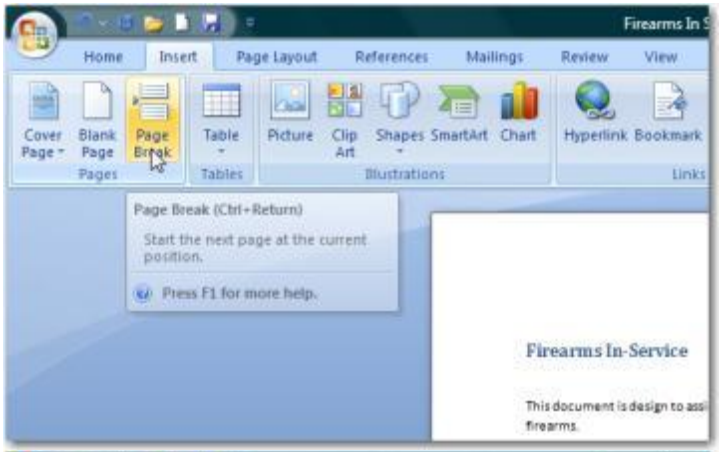
The Headings within the document will show in PowerPoint.

Heading 1 creates a new slide its text as the title.

Heading 2 creates a bullet below the previous Heading 1.

A new Heading 1 creates a new slide.

Note: Normal text, or unformatted text will not be imported into PowerPoint®.



A Table of Contents can easily be added to a WORD® document with applied headings.

From the Insert Tab, on the Pages section, Page Breaks may be added.

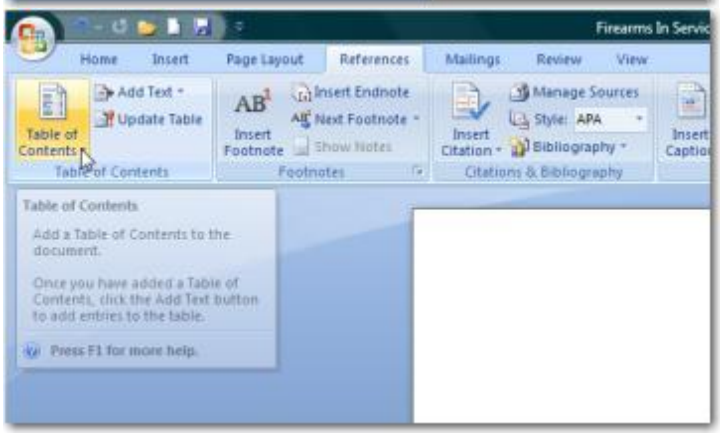
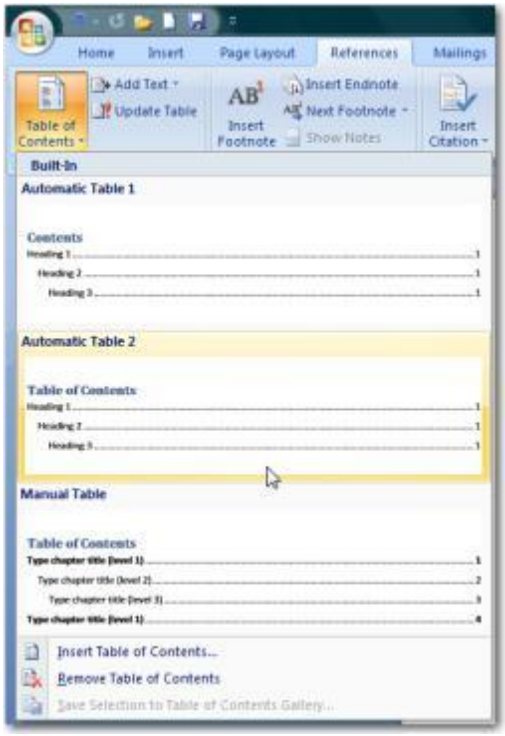
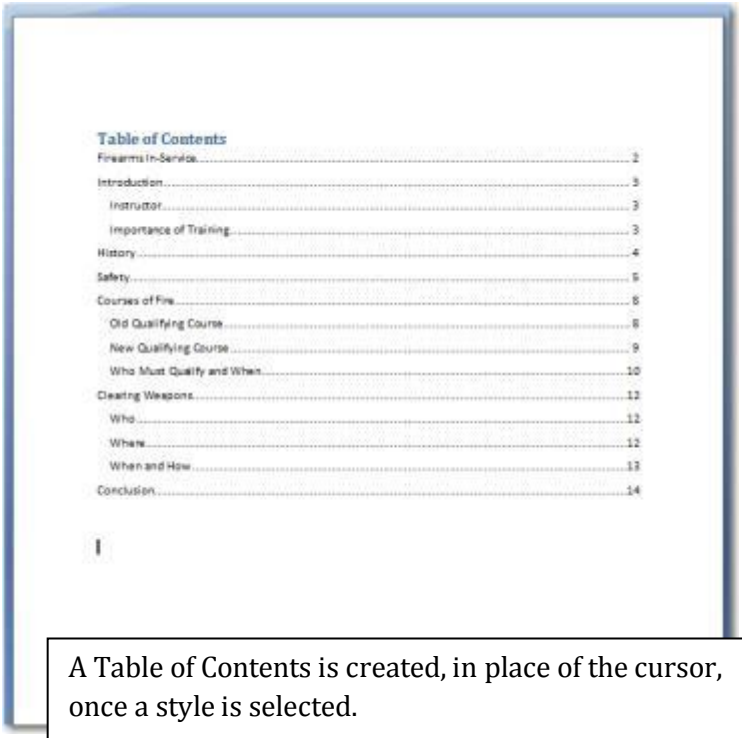
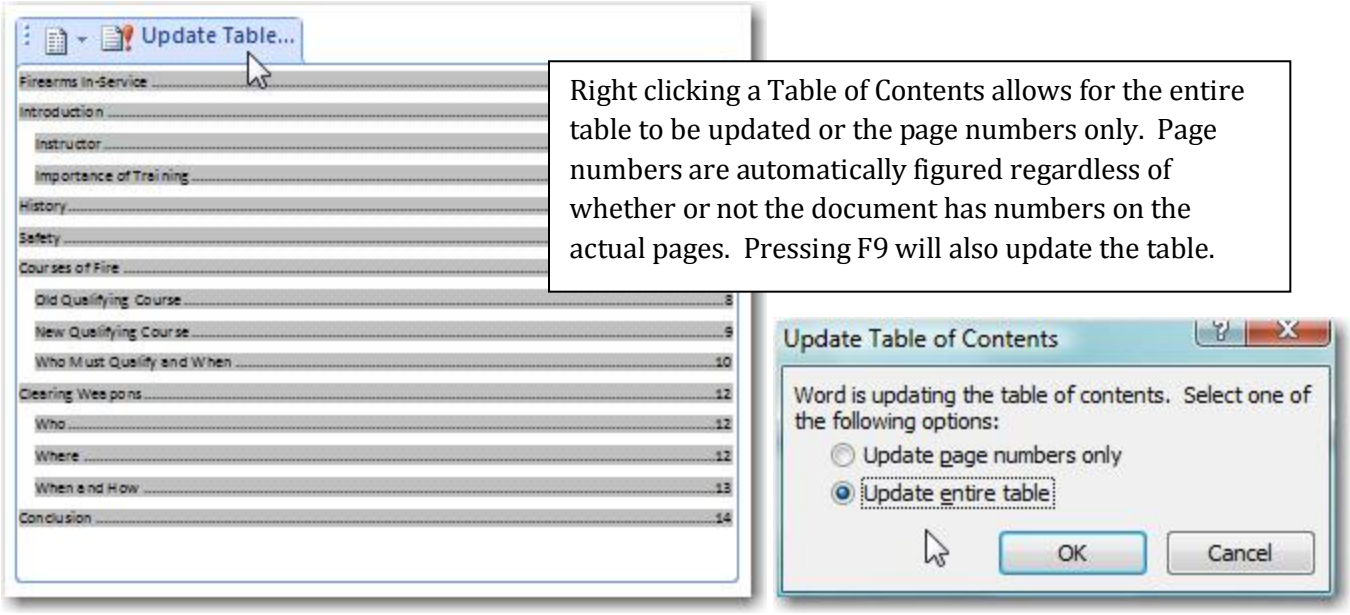


Table of Contents options are found on the References Tab, Table of Contents section



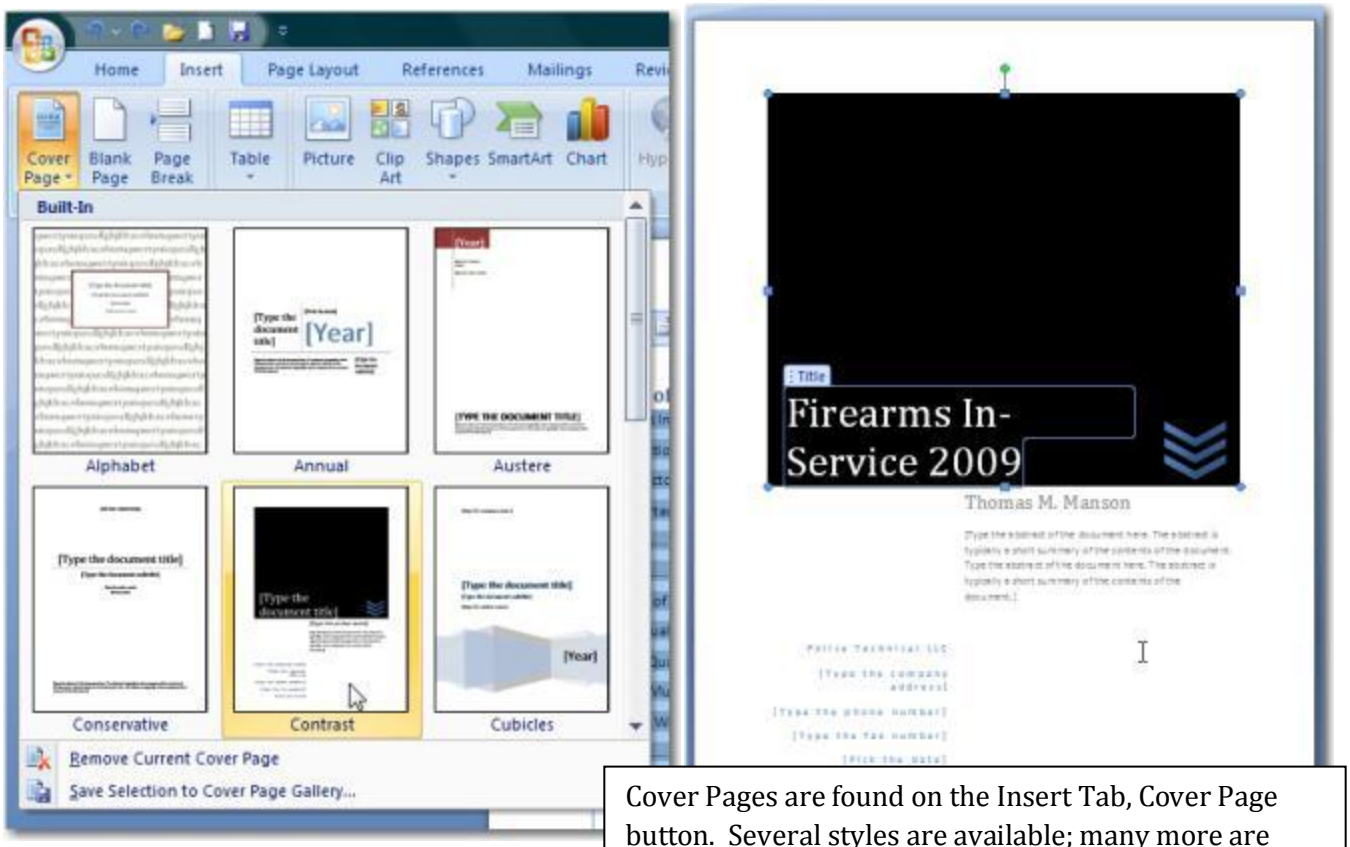


A Table of Contents is created, in place of the cursor, once a style is selected.



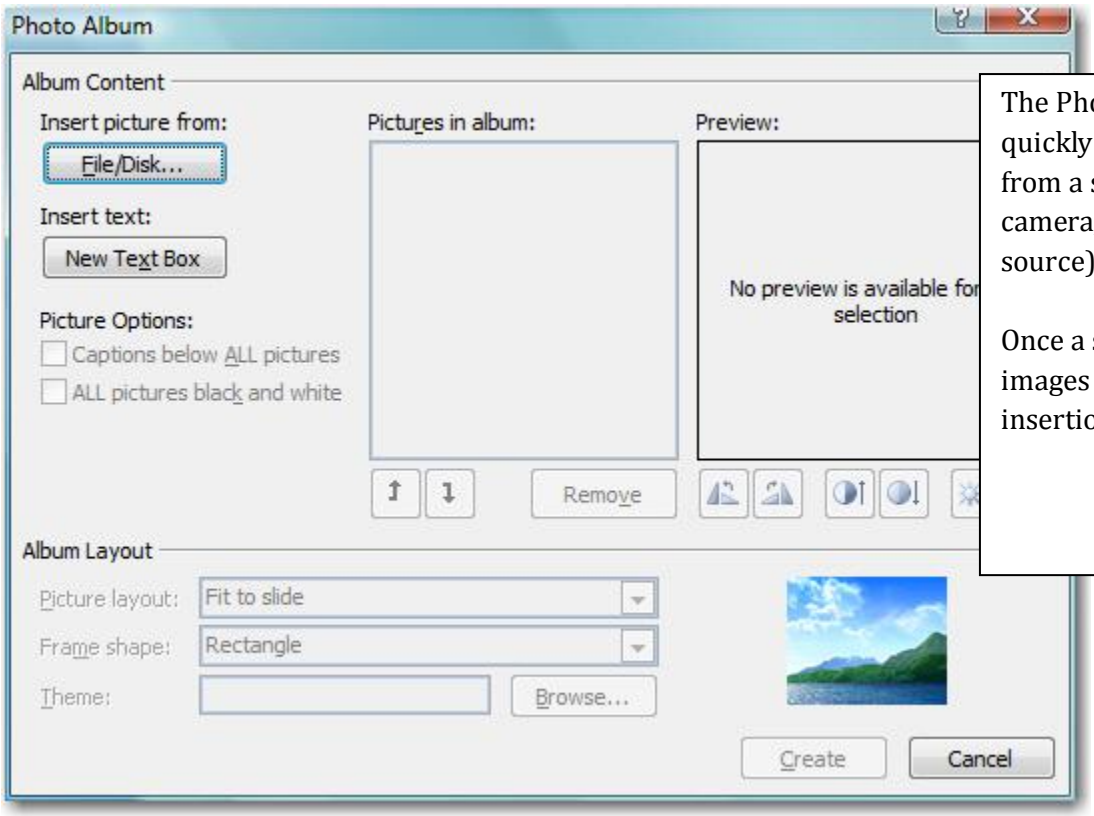
Right clicking a Table of Contents allows for the entire table to be updated or the page numbers only. Page numbers are automatically figured regardless of whether or not the document has numbers on the actual pages. Pressing F9 will also update the table.

Cover Page



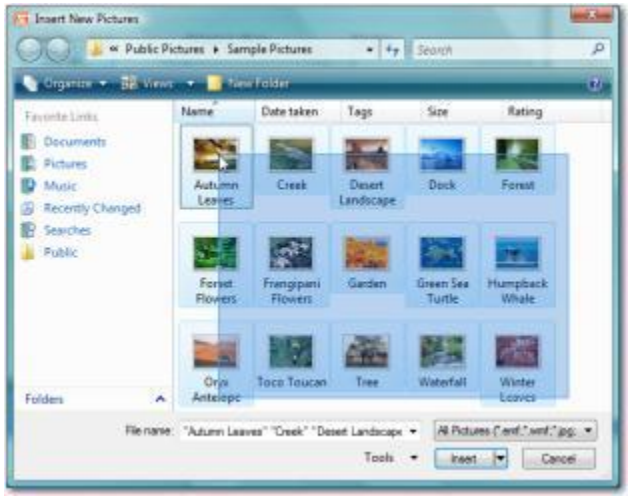
Cover Pages are found on the Insert Tab, Cover Page button. Several styles are available; many more are available for download.

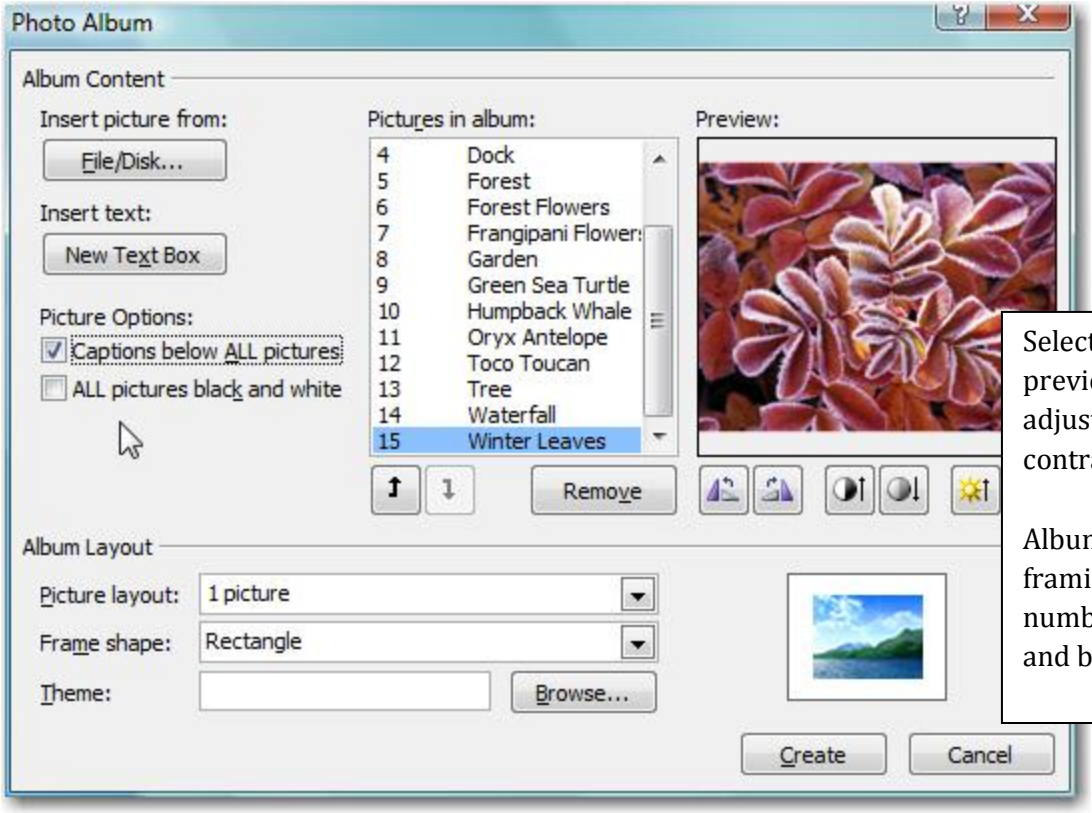
Photo Album



The Photo Album feature quickly inserts multiple images from a single directory (ie camera, folder, or other source).

Once a source is selected, all images can be chosen for insertion.

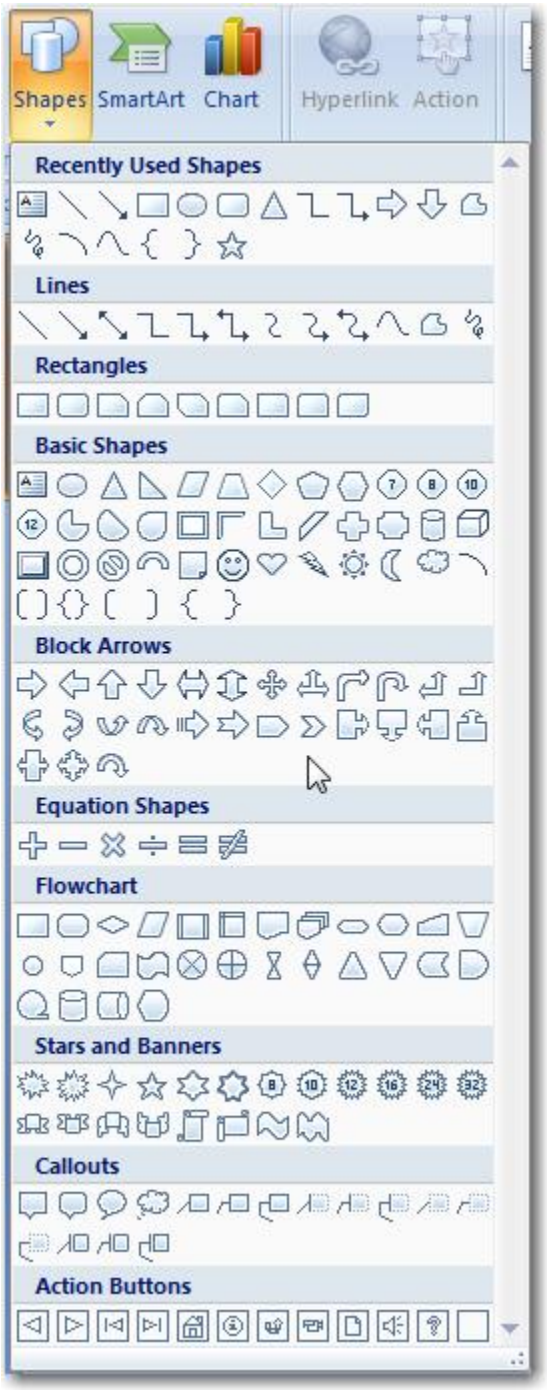




Selected images are shown in a preview window and can be adjusted using rotation, contrast, and brightness.

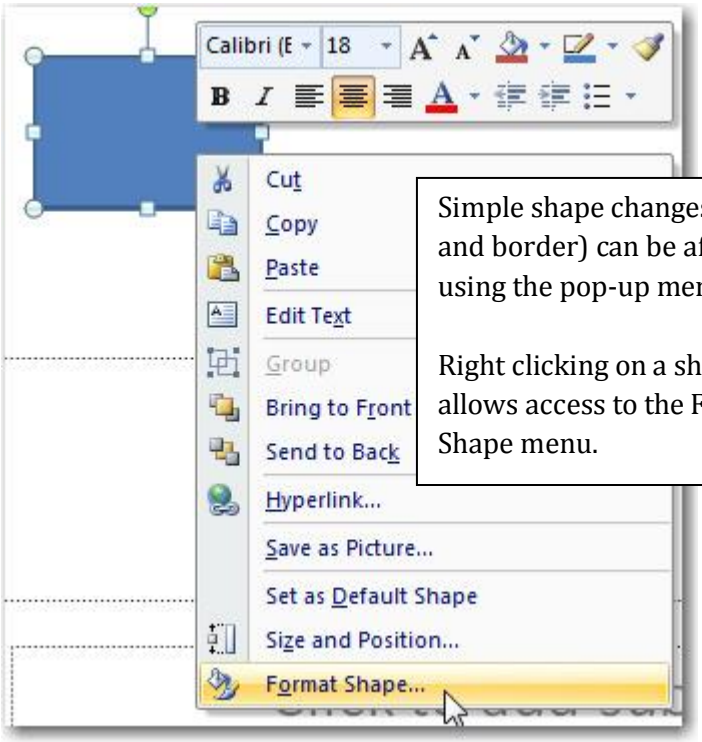
Album Layout provides framing options – including the number of images per slide and borders.

Shapes



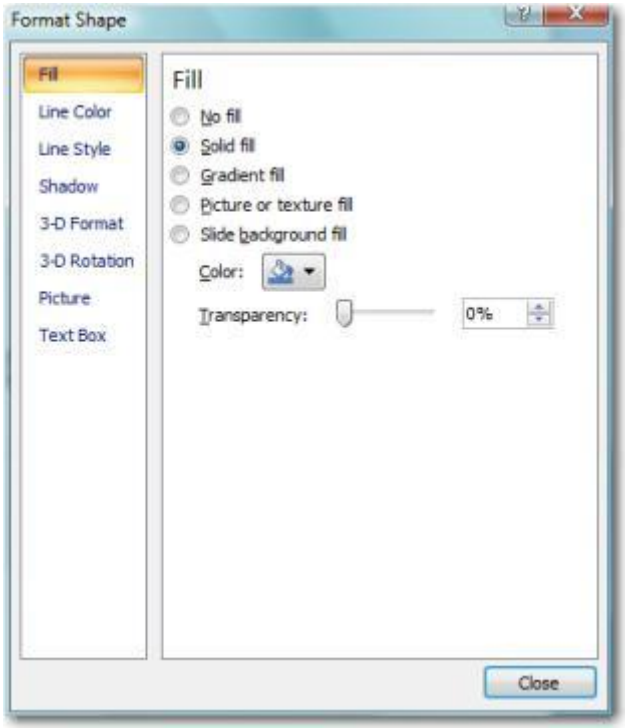
A variety of shapes can be added to any slide.

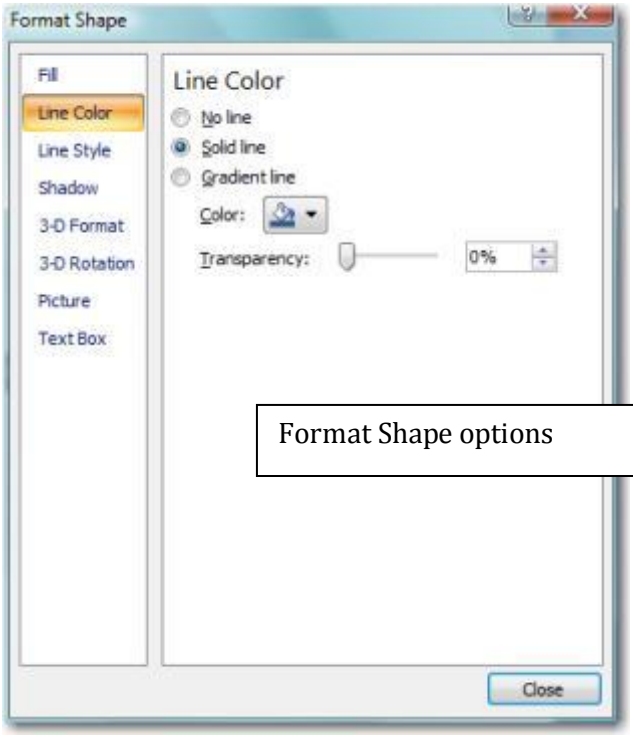
Shapes can be formatted by right clicking on a shape and selecting the option for Format Shape….



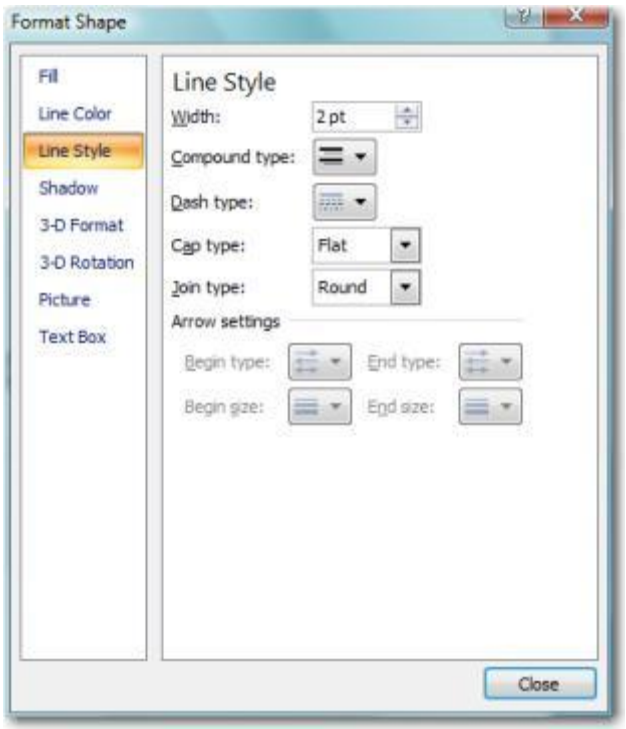
Simple shape changes (shade and border) can be affected using the pop-up menu.

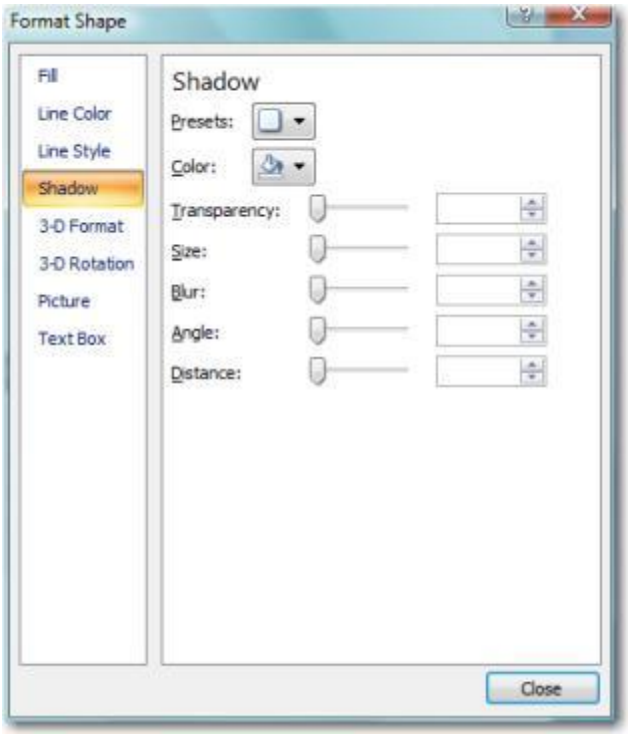
Right clicking on a shape allows access to the Format Shape menu.

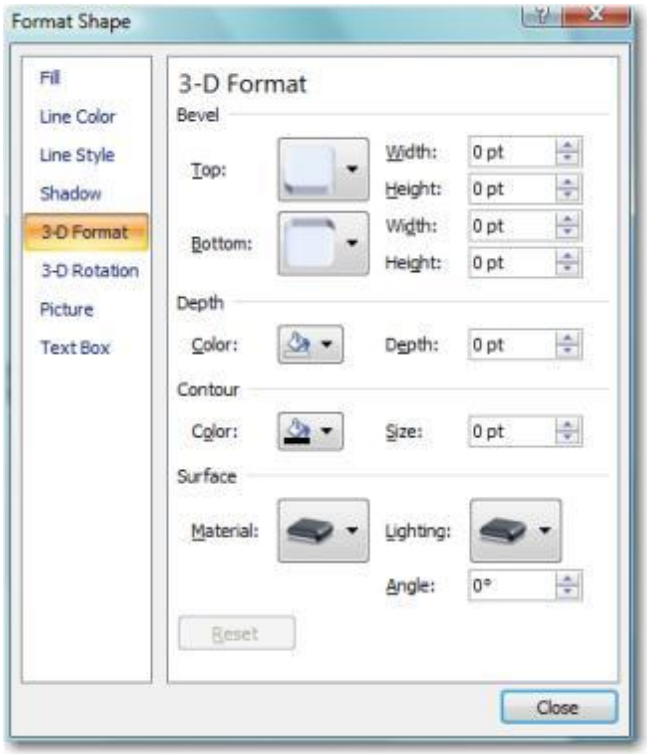


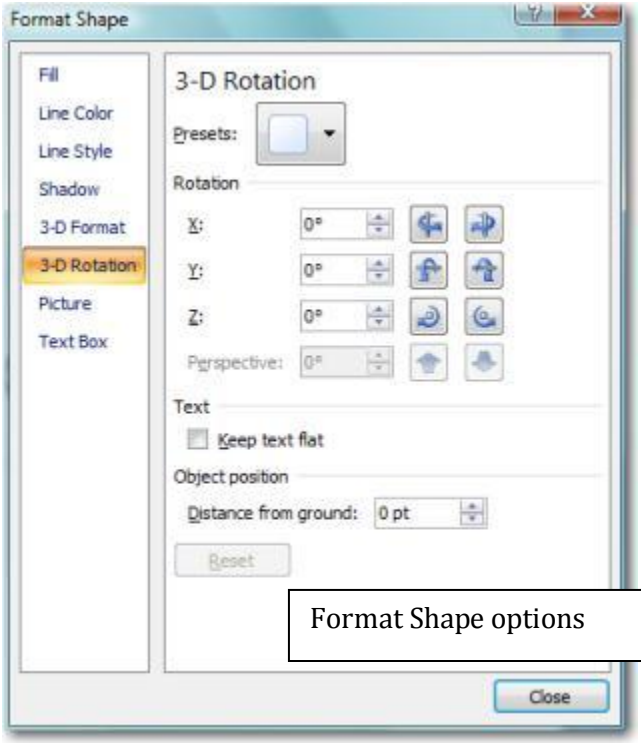


Format Shape options

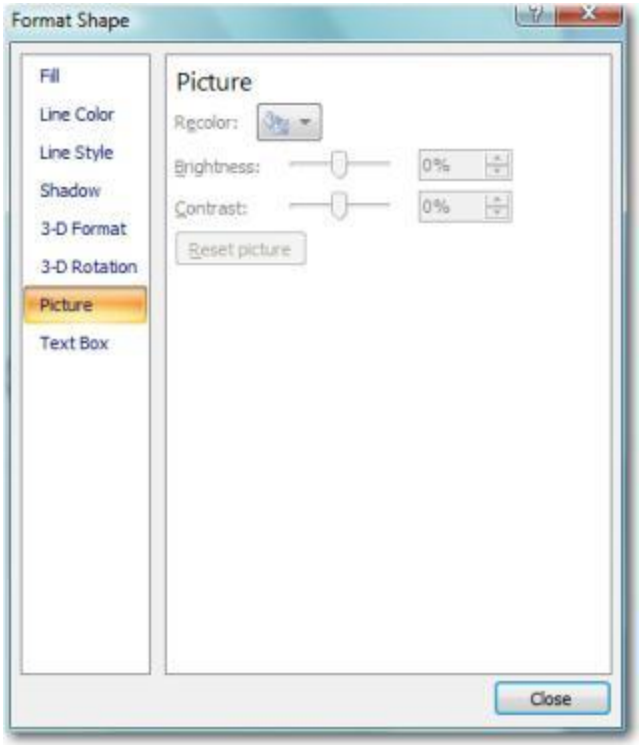


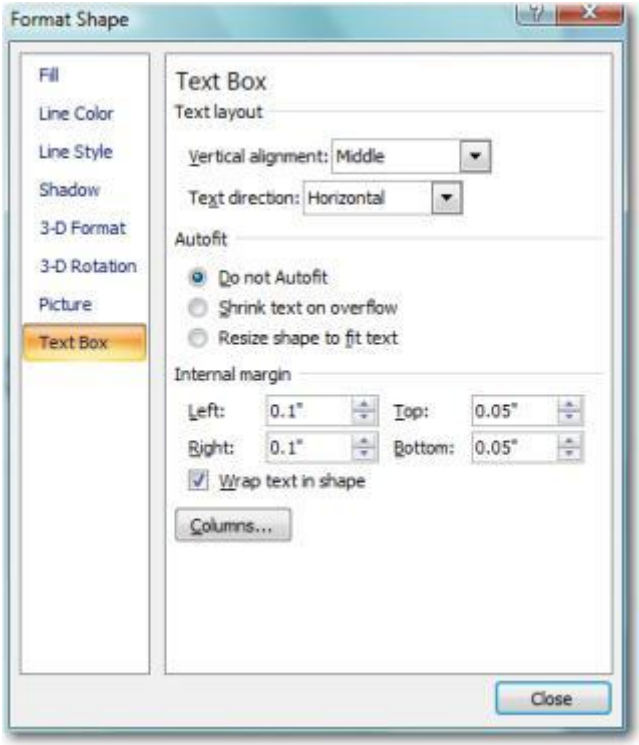


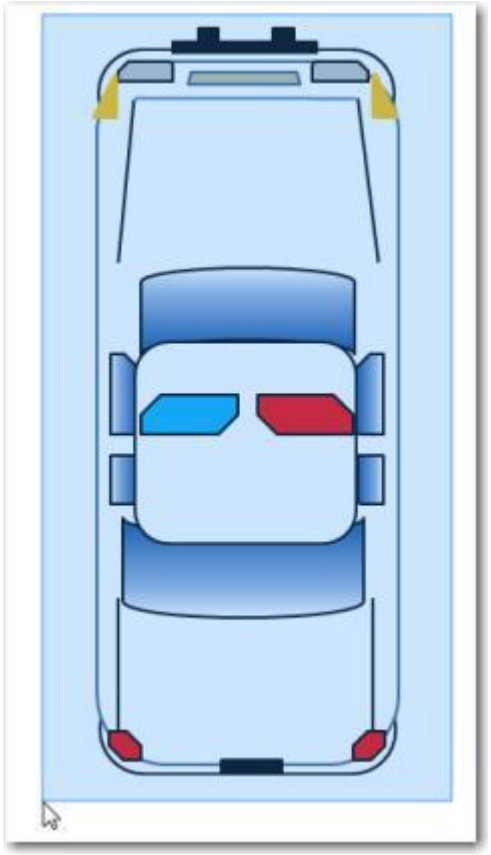


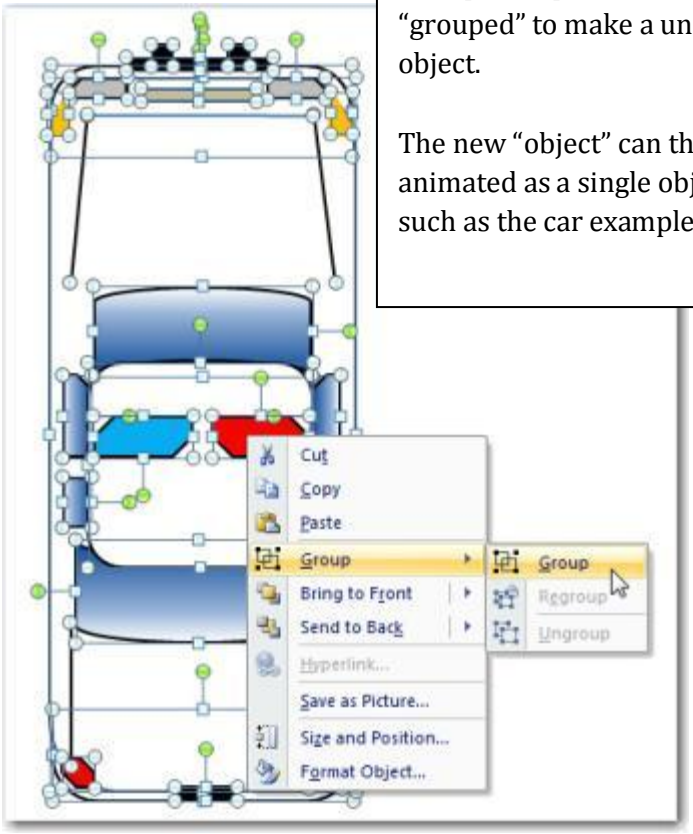


Format Shape options



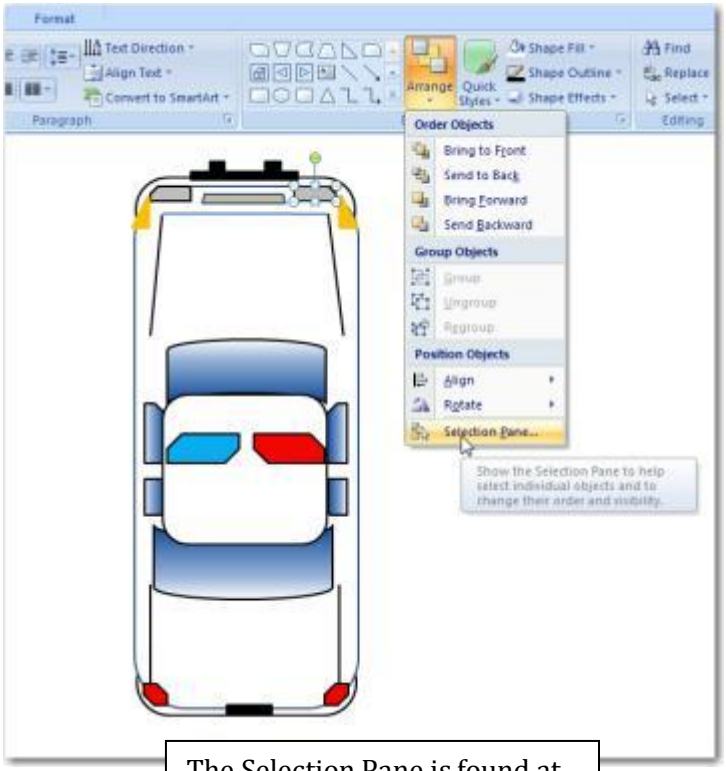




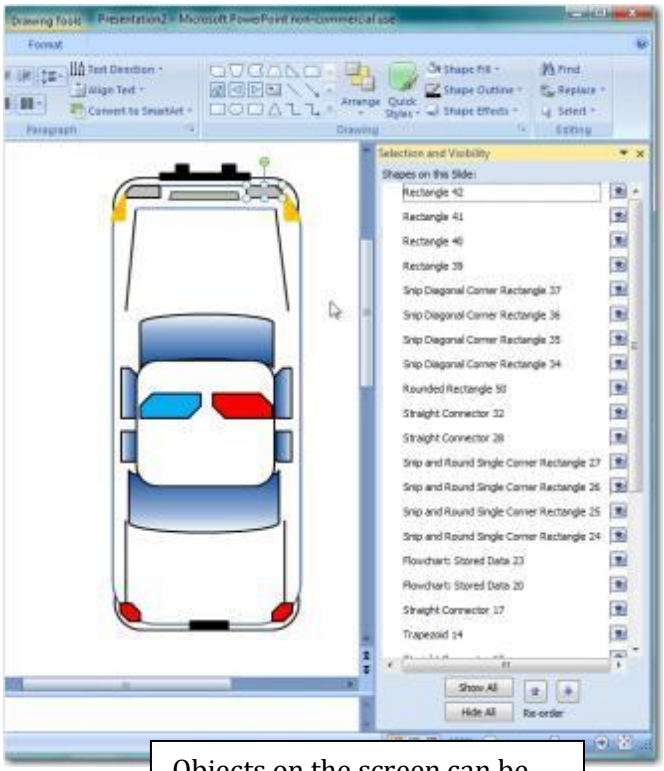


Multiple shapes can be "grouped" to make a unique object.

The new "object" can then be animated as a single object – such as the car example here.

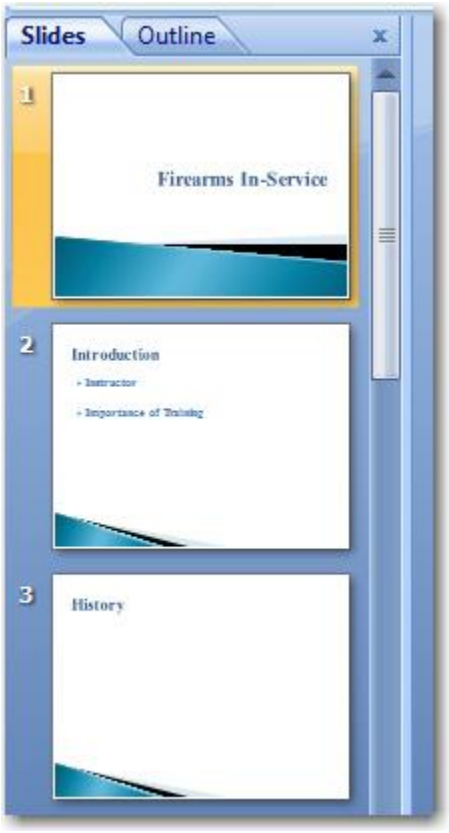


The Selection Pane is found at the bottom of the Arrange drop-down menu.



Objects on the screen can be "selected" and made "invisible" based on selections here.

Design Themes

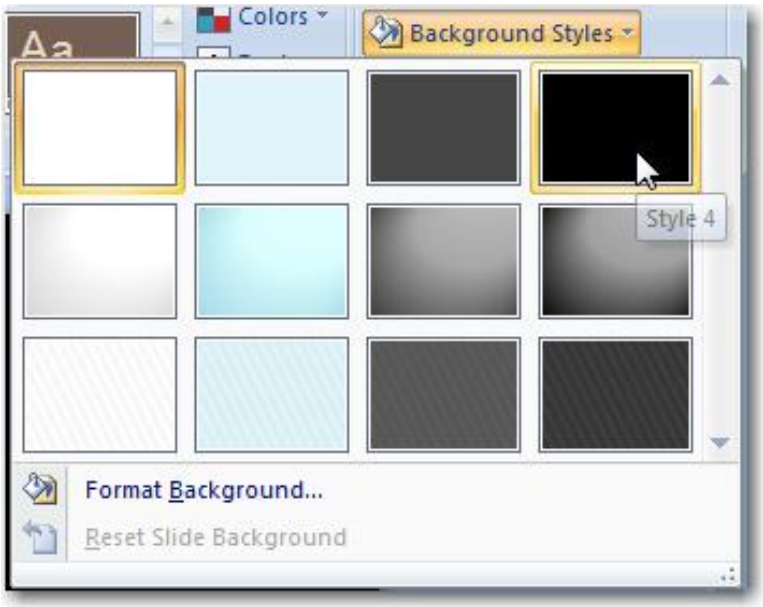


Design Themes are available from the Design tab.

A variety of stock Design Themes are available from the basic program, additional themes are downloadable.

Colors and backgrounds are among the changes users may select to alter Design Themes.

Users may also create and save their own unique Design Themes.



Background style changes are more subtle than changing an entire Design Theme.

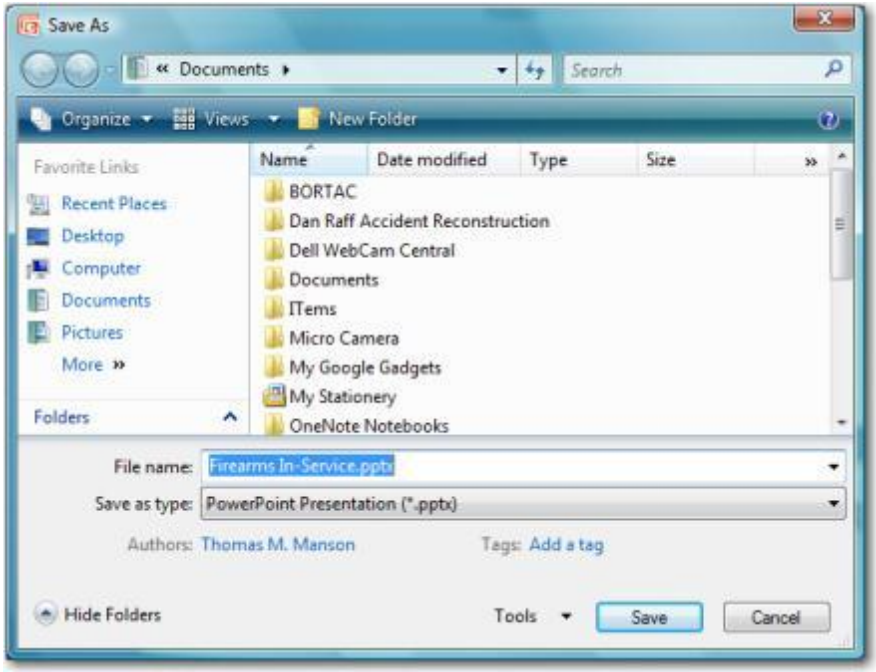
Saving and Publish

Presentations

A presentation may be saved using the Microsoft button in the upper left hand corner, then Save As…

The first option is a PowerPoint Presentation.

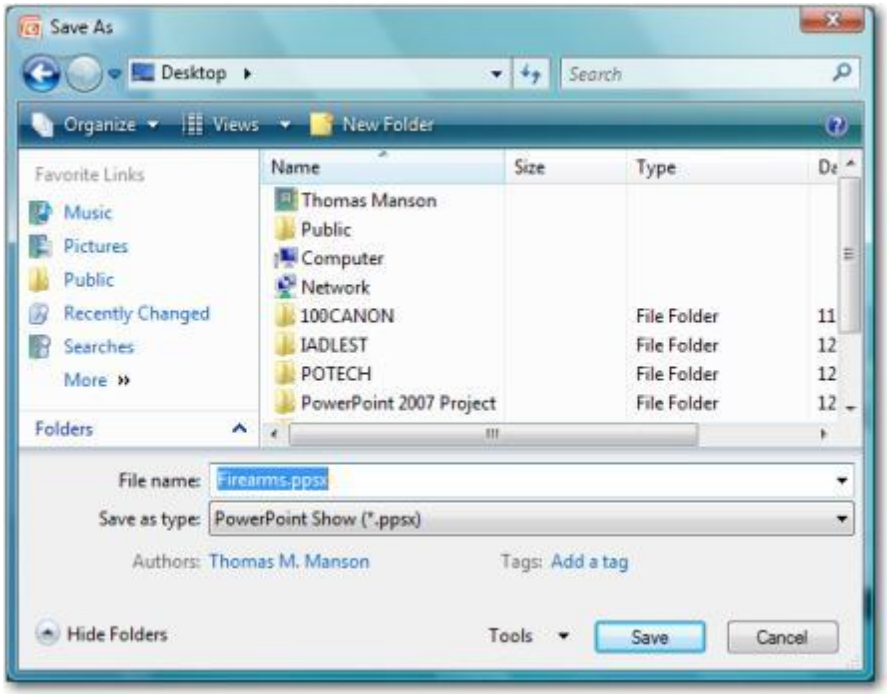
Opening this file will open the "development" mode of PowerPoint®. All slides will be shown in addition to the standard toolbars of the program.

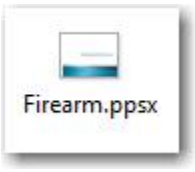


A presentation may be saved using the Microsoft button in the upper left hand corner, then Save As…

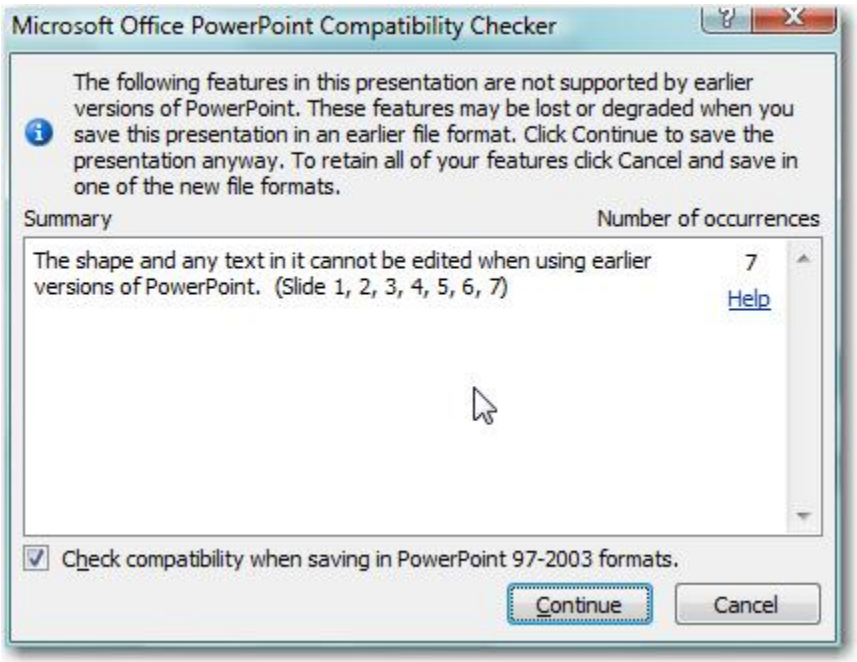
The second option is a PowerPoint Show.

Opening this file will immediately open the first slide of the presentation full screen. The "Development mode" of PowerPoint® will not be shown.





Other Options

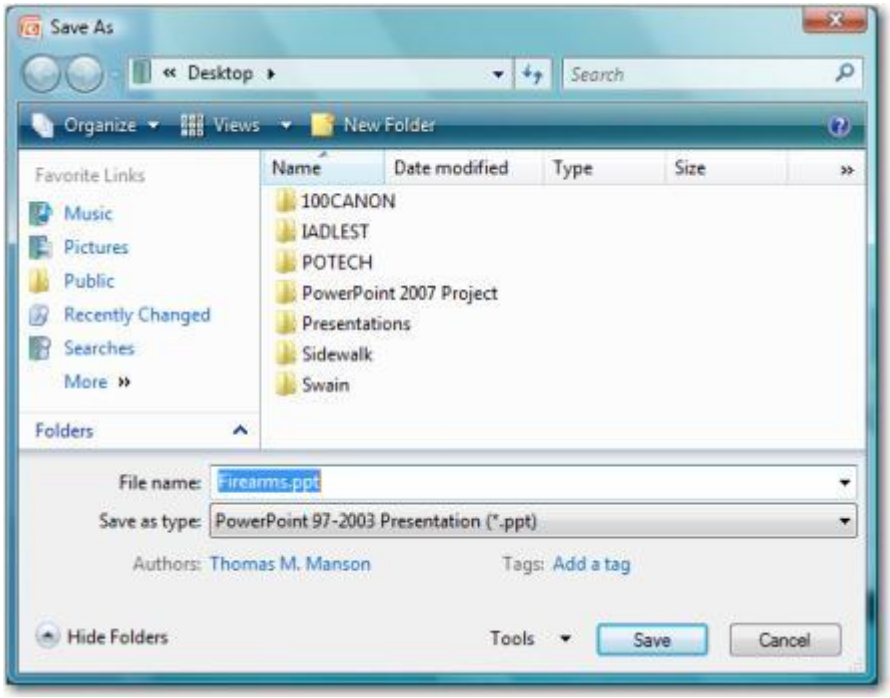


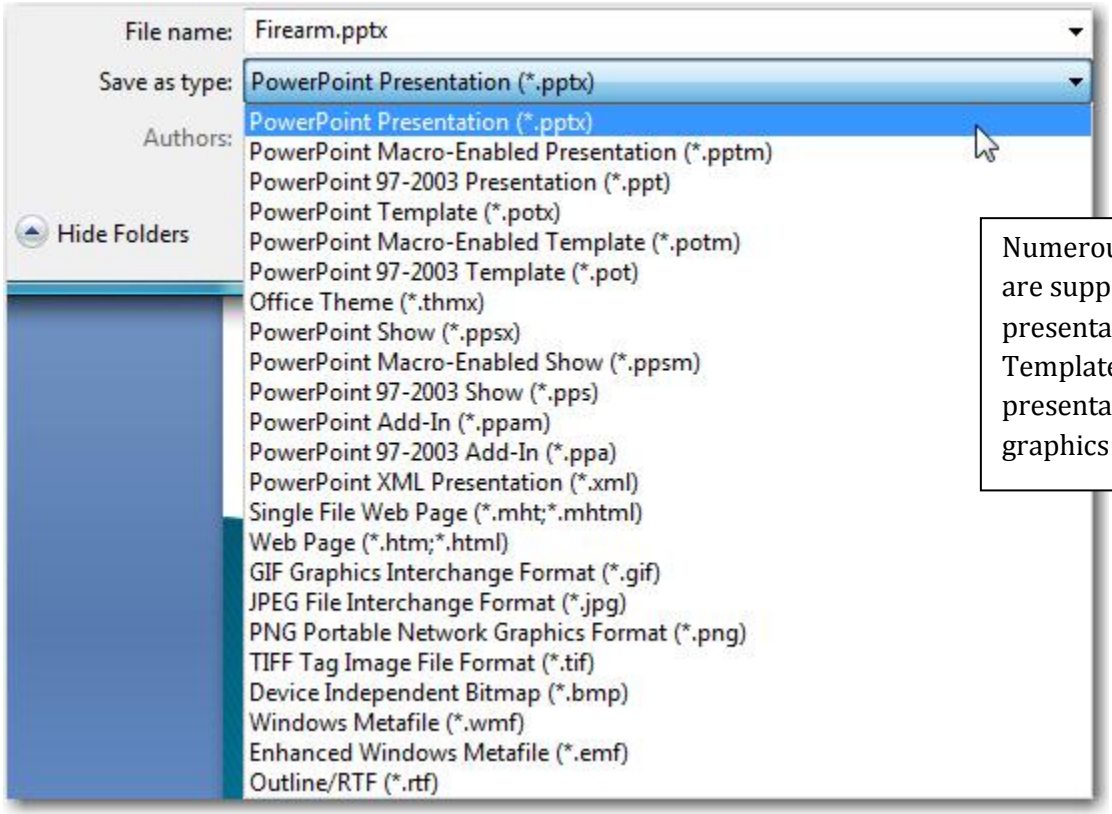
A presentation may be saved using the Microsoft button in the upper left hand corner, then Save As…

The third option is a PowerPoint 97-2003 Presentation.

Saving a PowerPoint® 2007 presentation in this manner will "flatten" or degrade all graphics created using 2007 tools. Changes will be indicated by the Compatibility Checker.

Note: Users should retain a PowerPoint® 2007 copy for future editing of any presentation downgraded into a PowerPoint® 97-2003 file.

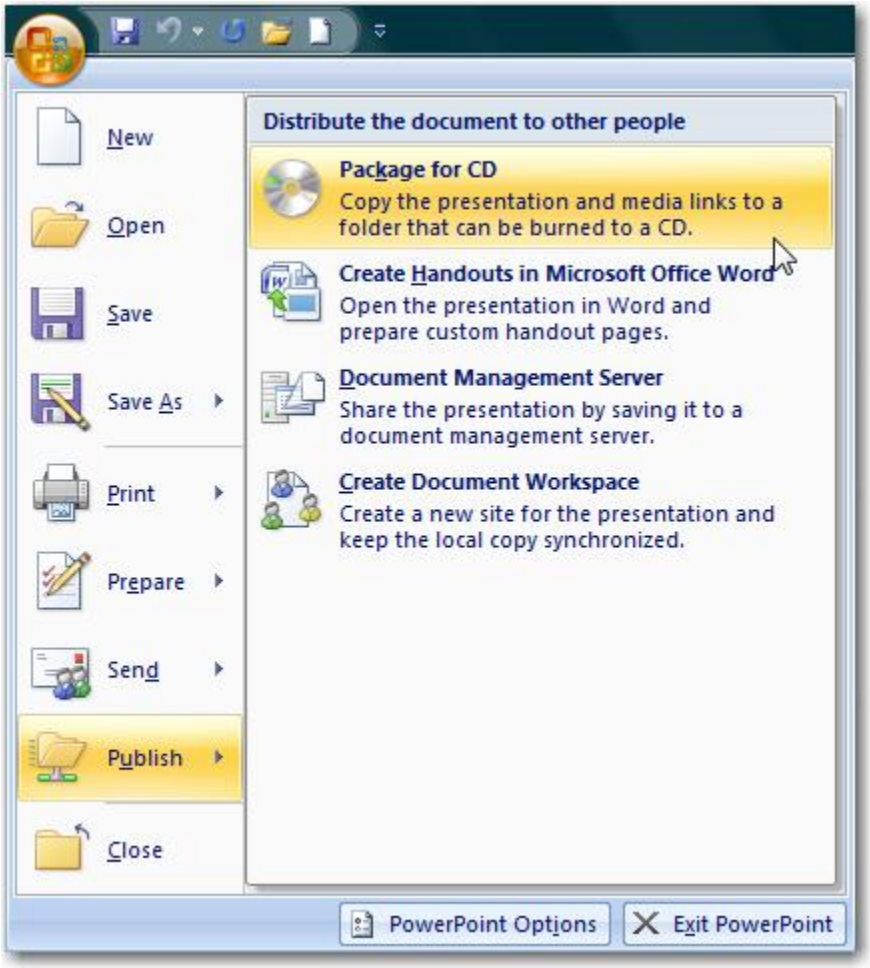




Numerous other file extensions are supported for saving a presentation including: Templates, Office Themes, XML presentations, and several graphics files.

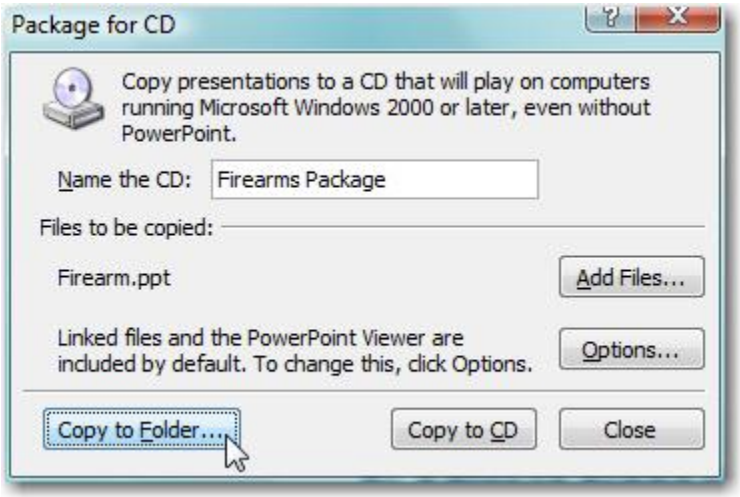
Publish

Package for CD



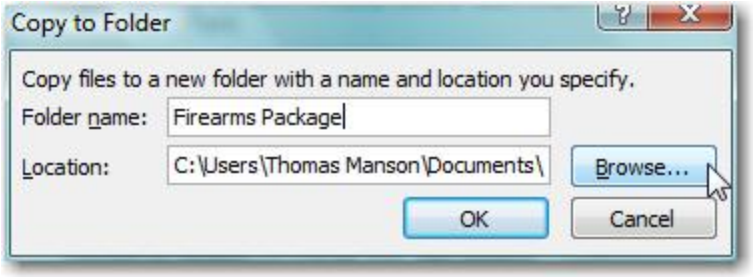
Package for CD creates a folder which includes:

1. The original presentation
2. All linked files (including videos, and other presentations)
3. The PowerPoint® viewer, which allows the presentation to be run without a full installation of PowerPoint®.

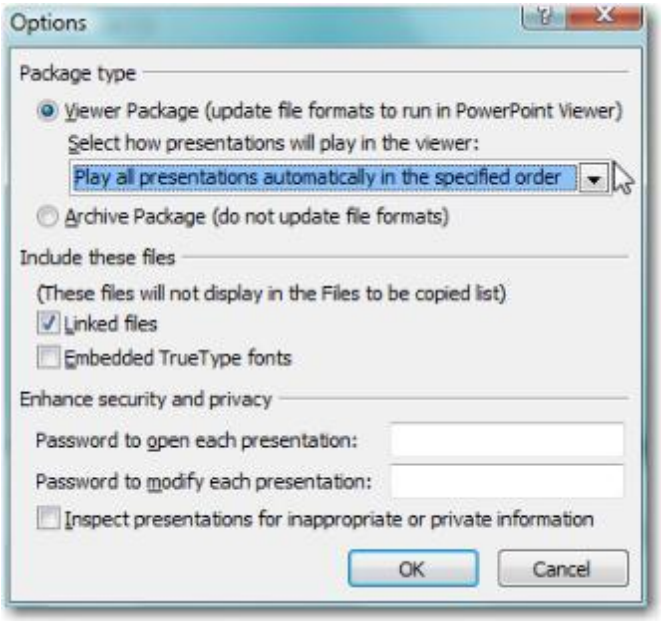


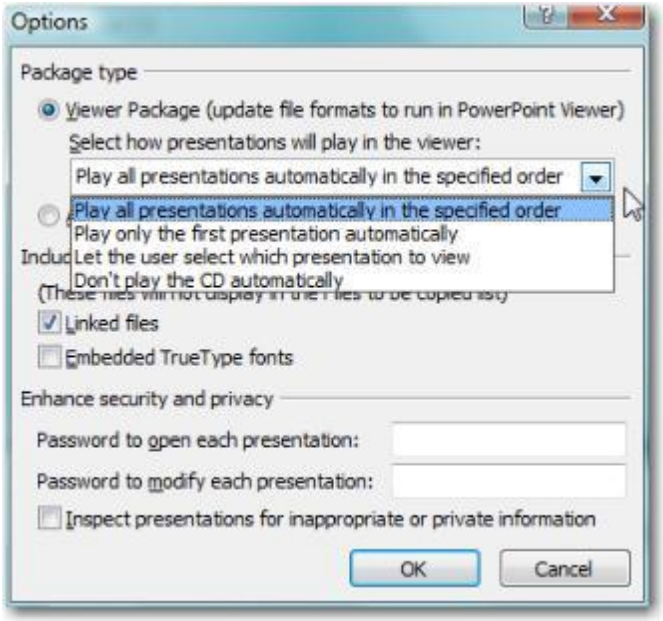
After naming the "CD" the presentation can be:

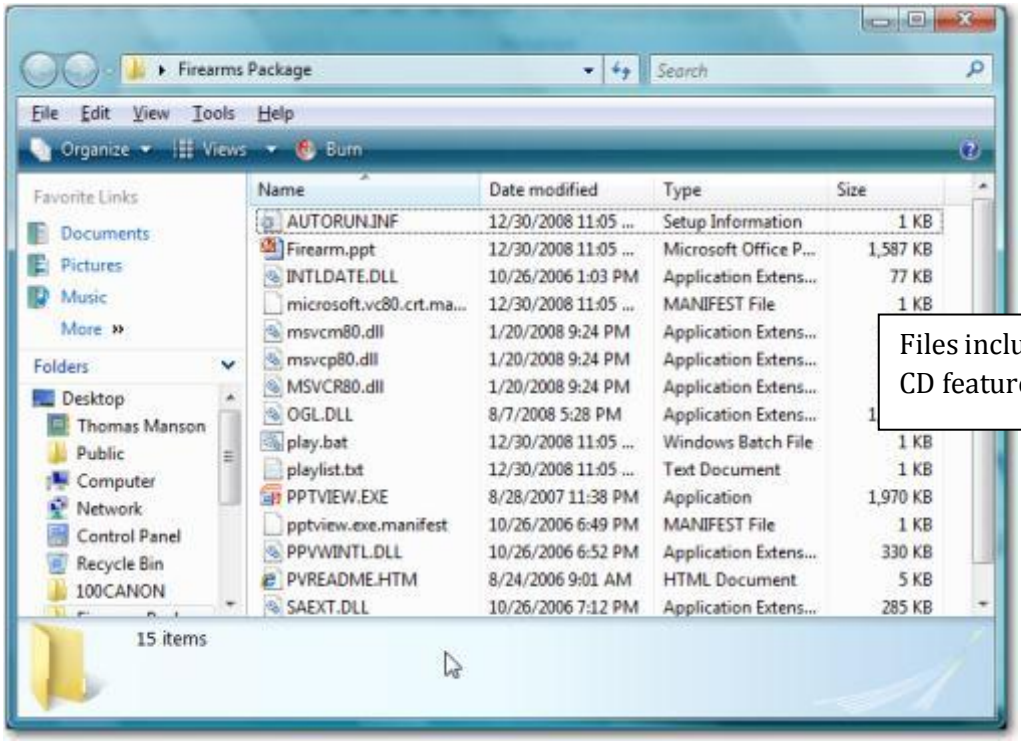
1. Copied to a folder or
2. Copied to a CD.



Copy to Folder options

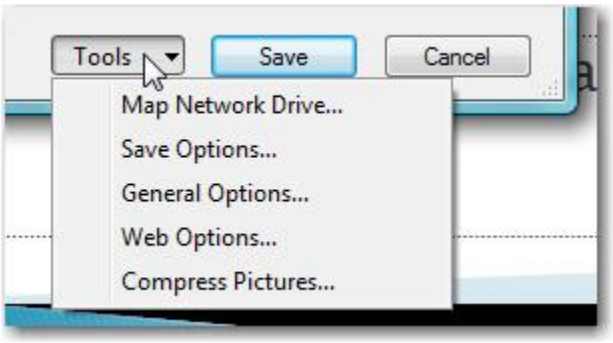


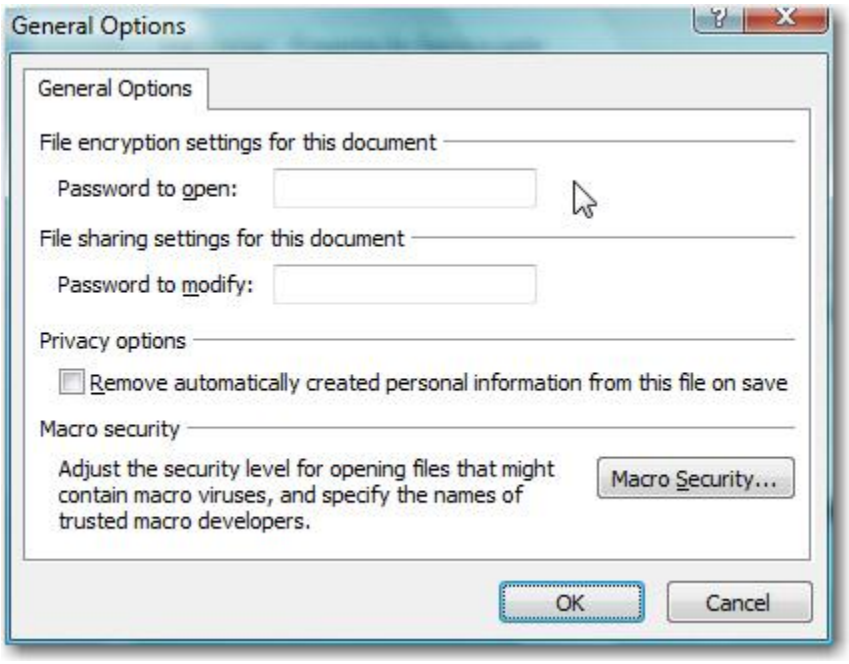




Files included the Package to CD feature.

Security



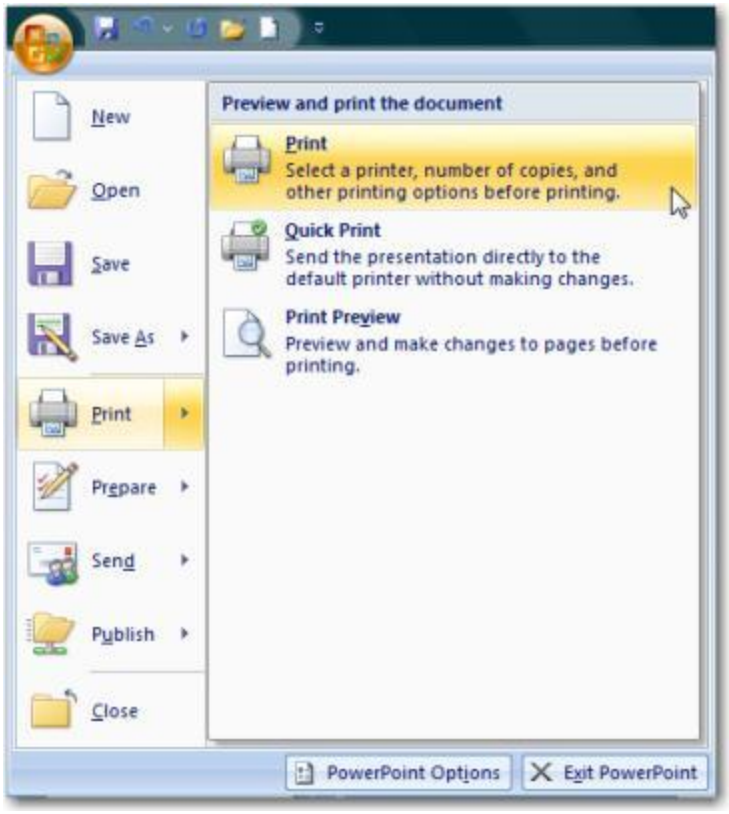


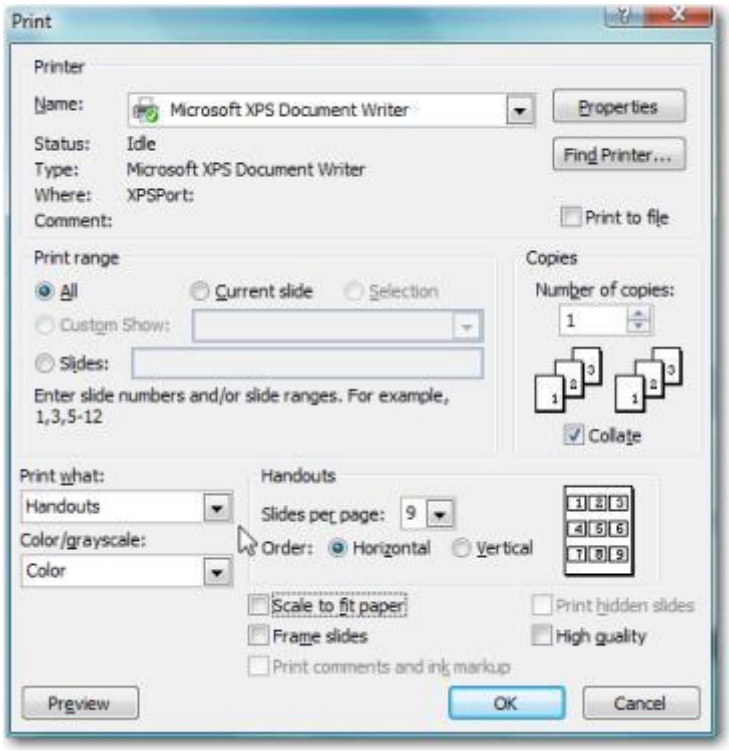
Security can be enabled from the Save As… window by selecting Tools, General Options….

Two level of security include:
Password to open
Password to Modify

Personal information (such as name and "company" information of the developer can be removed upon saving.

Printing Presentations





Hyperlinking

Rules of Hyperlinking

1. PowerPoint® "sees" nearly everything on a slide as an "object"
    a. This includes: Text boxes, pictures, clip art, et cetera.

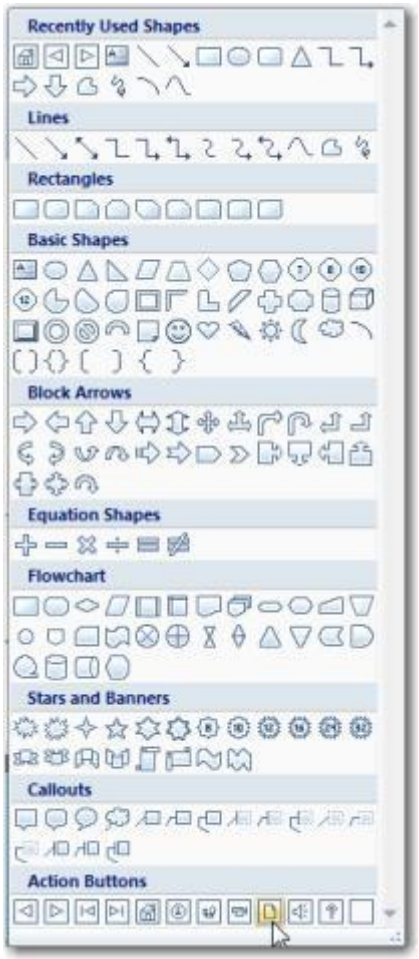
2. Any object can have an action setting or hyperlinks applied to it.

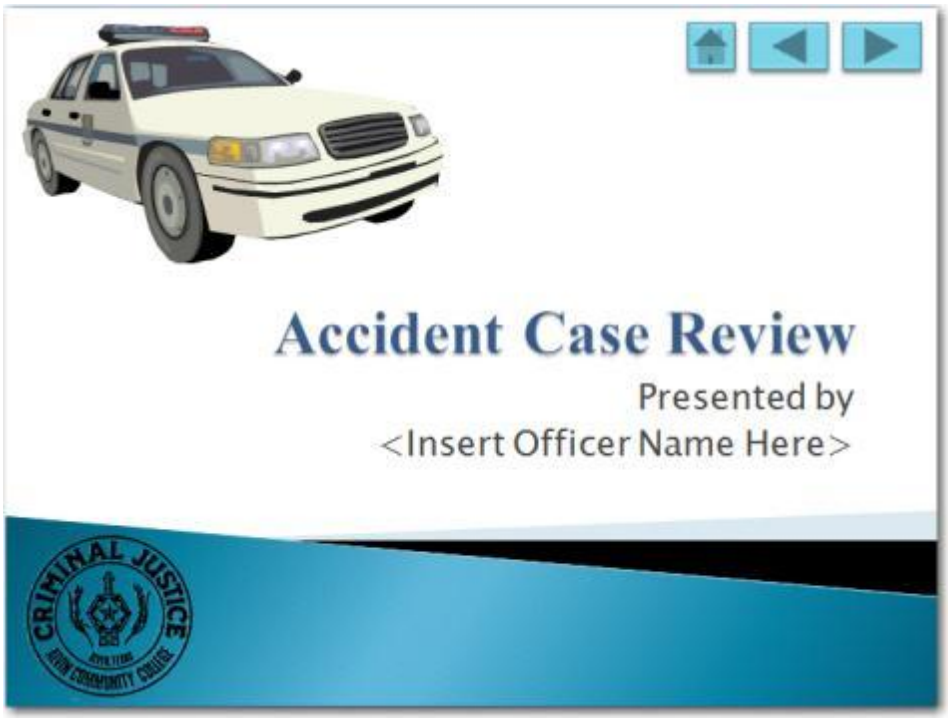
3. To apply an action setting the object must be selected (e.g. have grab bars appearing)

4. Have a legitimate reason for using action settings

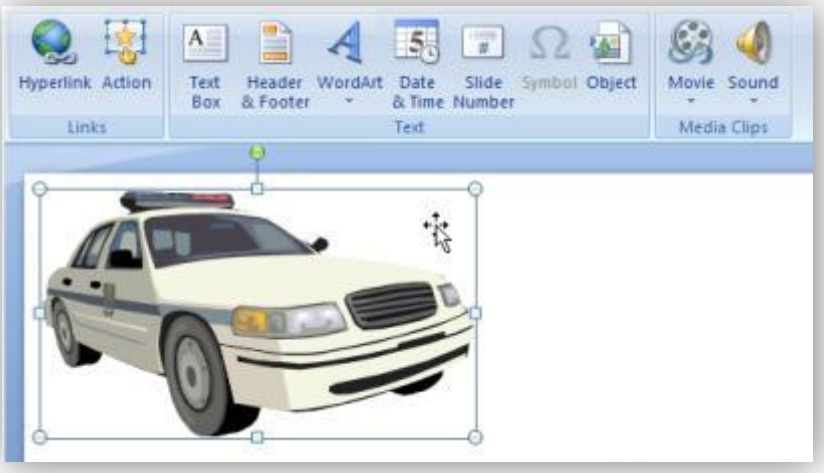
5. Make action setting simple

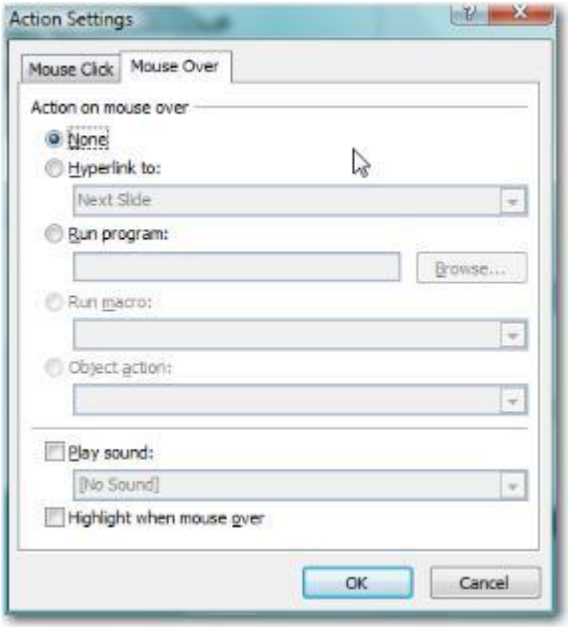
Action Buttons

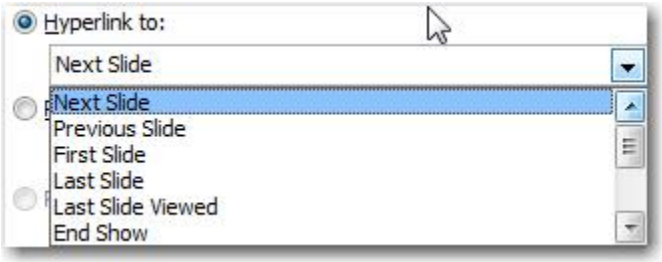


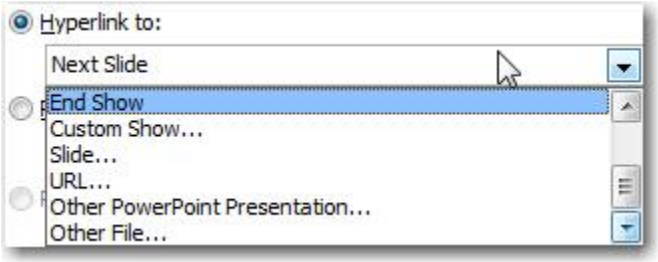


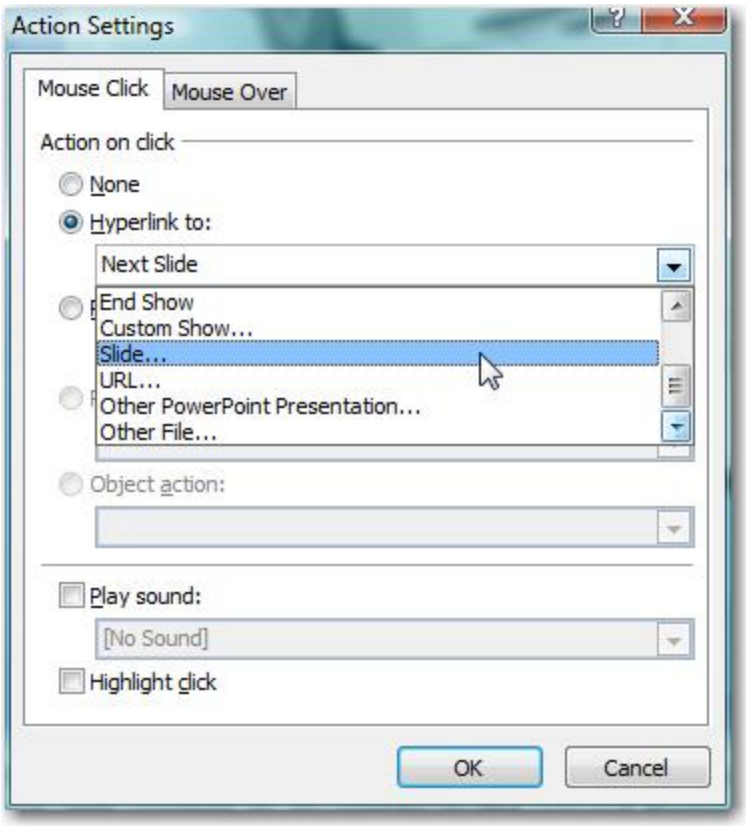
Action Settings

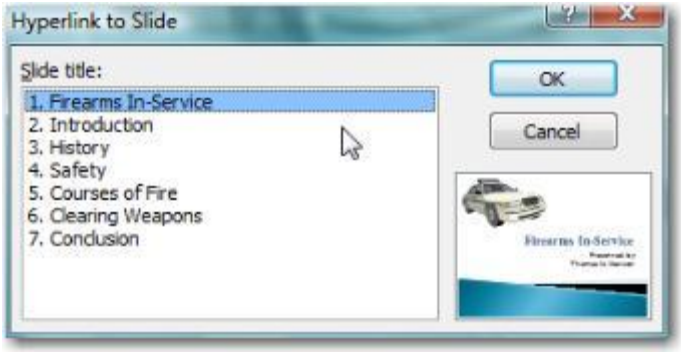


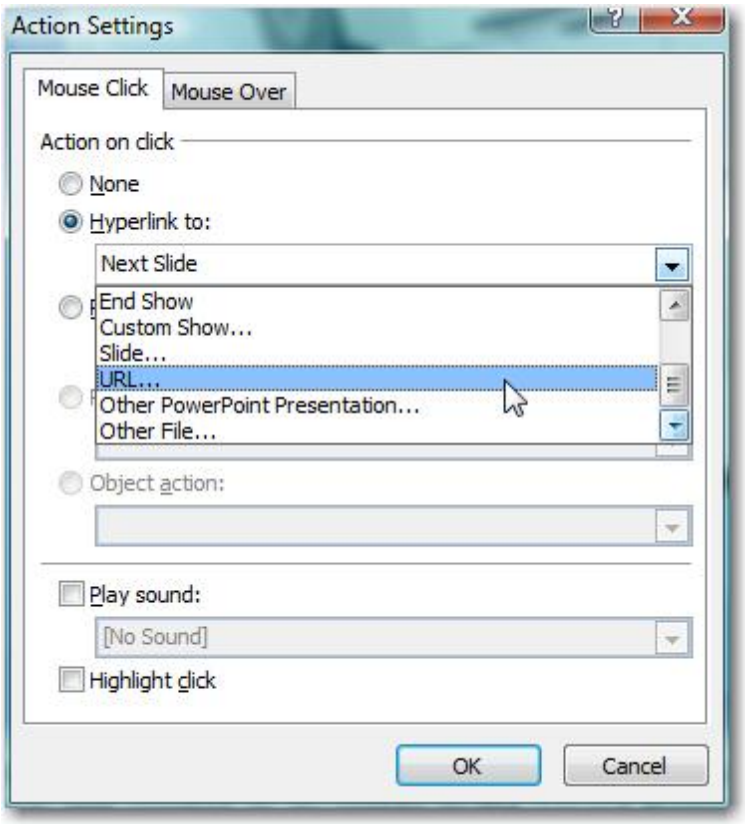







Action Settings
Mouse Click
Mouse Over
Action on click
None
Hyperlink to:
Next Slide
End Show
Custom Show...
Slide...
URL...
Other PowerPoint Presentation...
Other File...
Object action:
Play sound:
[No Sound]
Highlight click
OK
Cancel


Hyperlink to Slide
Slide title:
1. Firearms In-Service
2. Introduction
3. History
4. Safety
5. Courses of Fire
6. Clearing Weapons
7. Conclusion
OK
Cancel


Action Settings
Mouse Click
Mouse Over
Action on click
None
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Next Slide
End Show
Custom Show...
Slide...
URL...
Other PowerPoint Presentation...
Other File...
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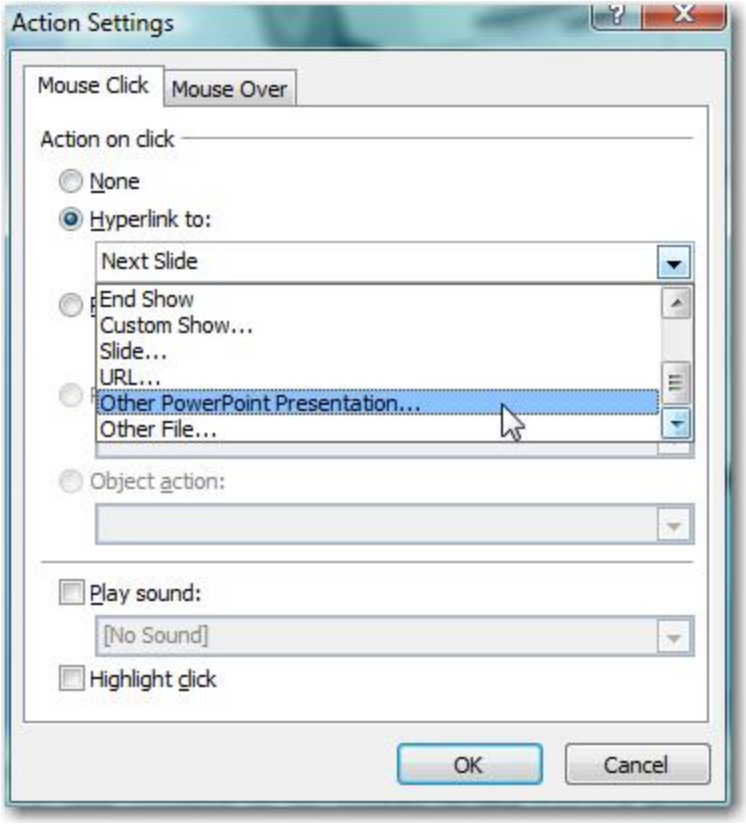
Highlight click
OK
Cancel

Hyperlink To URL
URL:
www.policetechnical.com
OK
Cancel


Action Settings
Mouse Click
Mouse Over
Action on click
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Next Slide
End Show
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Highlight click
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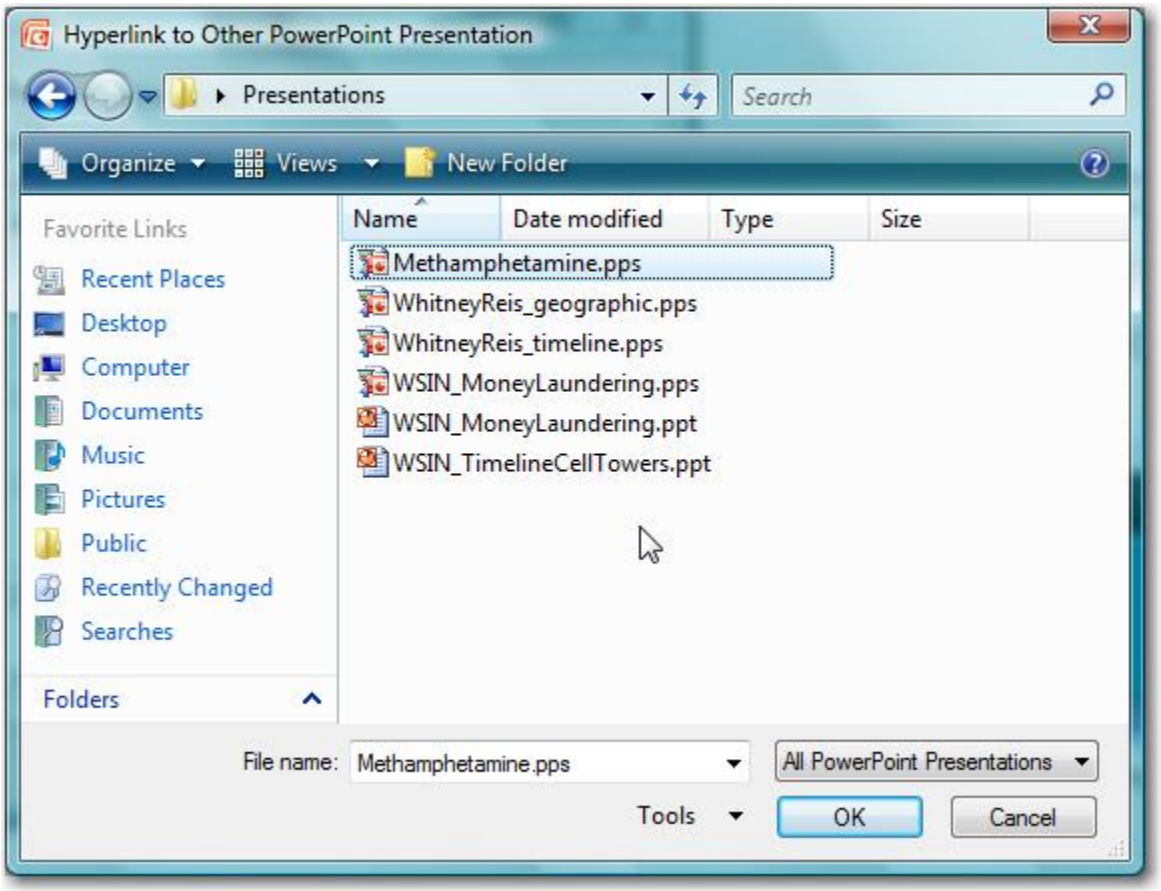
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Presentations
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Organize
Views
New Folder
Favorite Links
Recent Places
Desktop
Computer
Documents
Music
Pictures
Public
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Searches
Folders
Name
Date modified
Type
Size
Methamphetamine.pps
WhitneyReis_geographic.pps
WhitneyReis_timeline.pps
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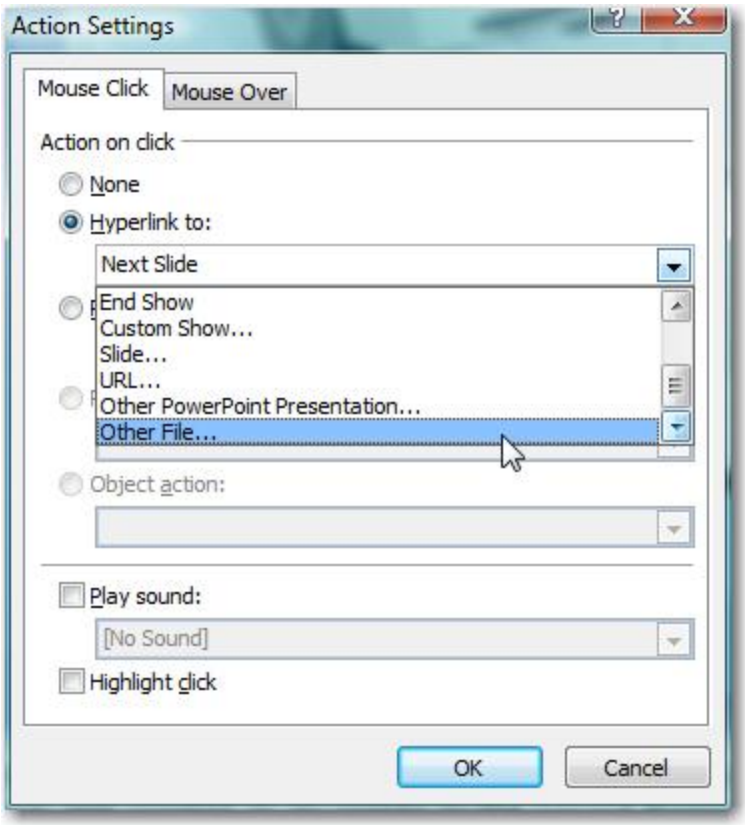
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Mouse Over
Action on click
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End Show
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Slide...
URL...
Other PowerPoint Presentation...
Other File...
Object action:
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Highlight click
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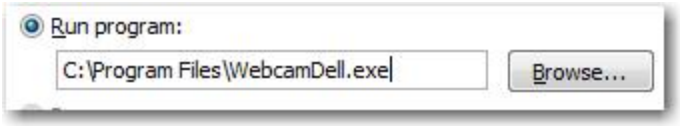
Cancel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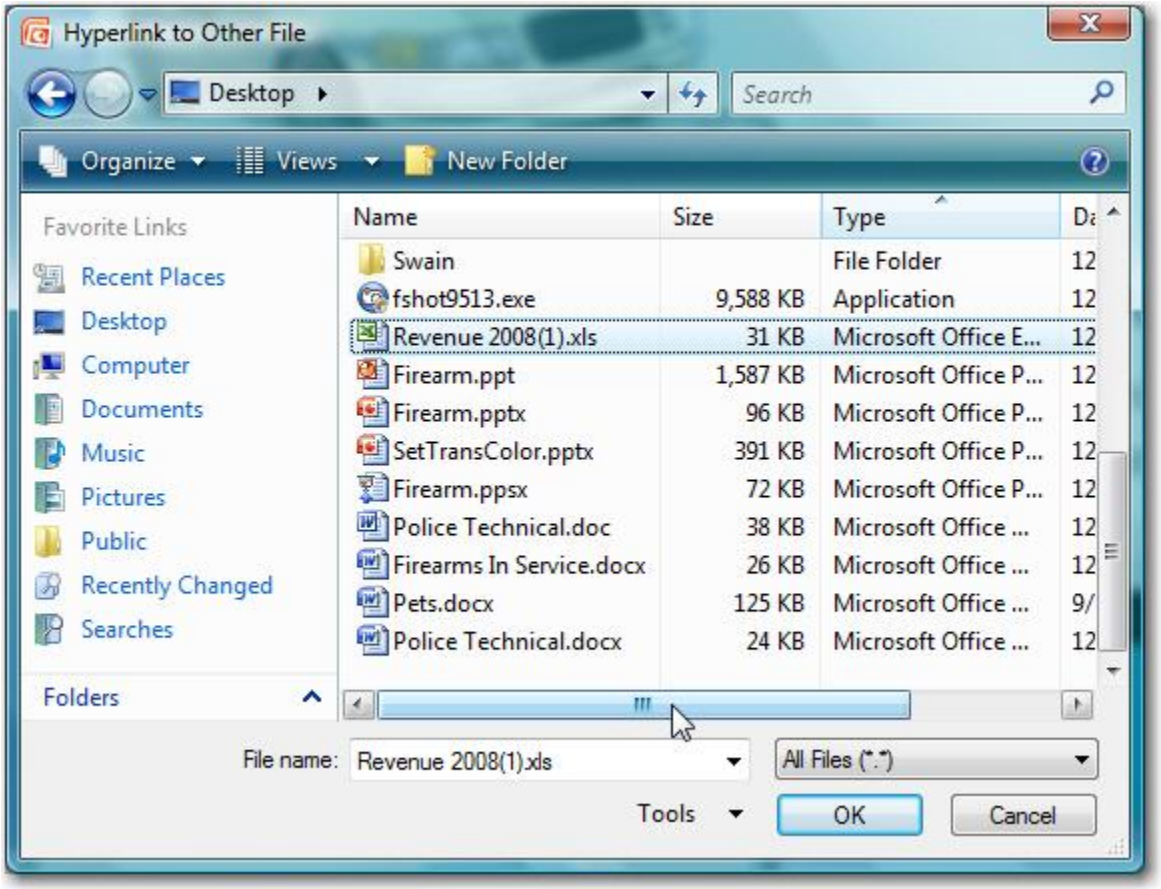
Browse...


Hyperlink to Other File
Desktop
Search
Organize
Views
New Folder
Favorite Links
Recent Places
Desktop
Computer
Documents
Music
Pictures
Public
Recently Changed
Searches
Folders
Name
Size
Type
Swain
File Folder
fshot9513.exe
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Application
Revenue 2008(1).xls
31 KB
Microsoft Office E...
Firearm.ppt
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Microsoft Office P...
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96 KB
Microsoft Office P...
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391 KB
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Firearm.ppsx
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Microsoft Office P...
Police Technical.doc
38 KB
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Firearms In Service.docx
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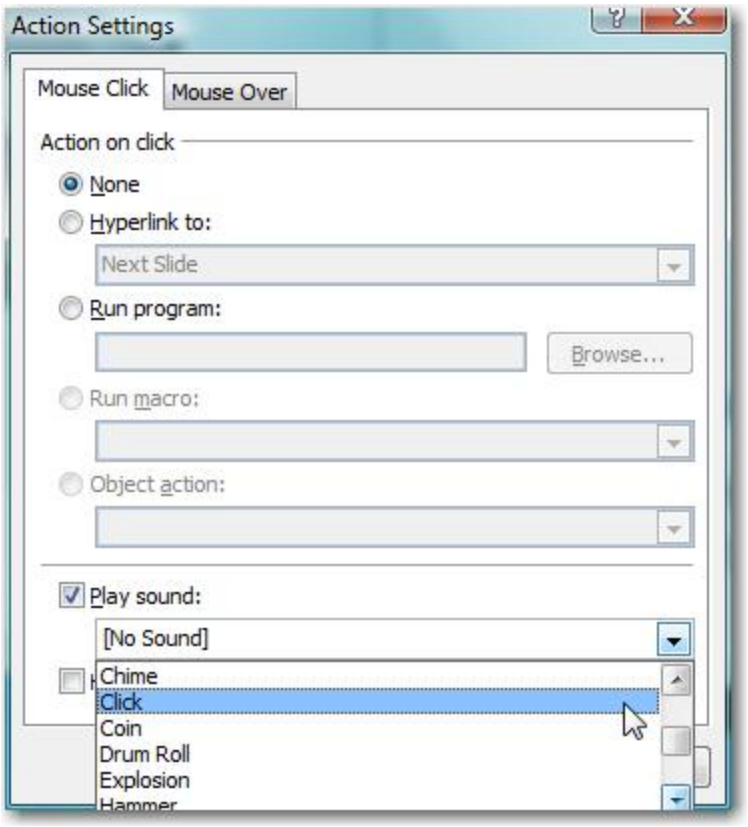
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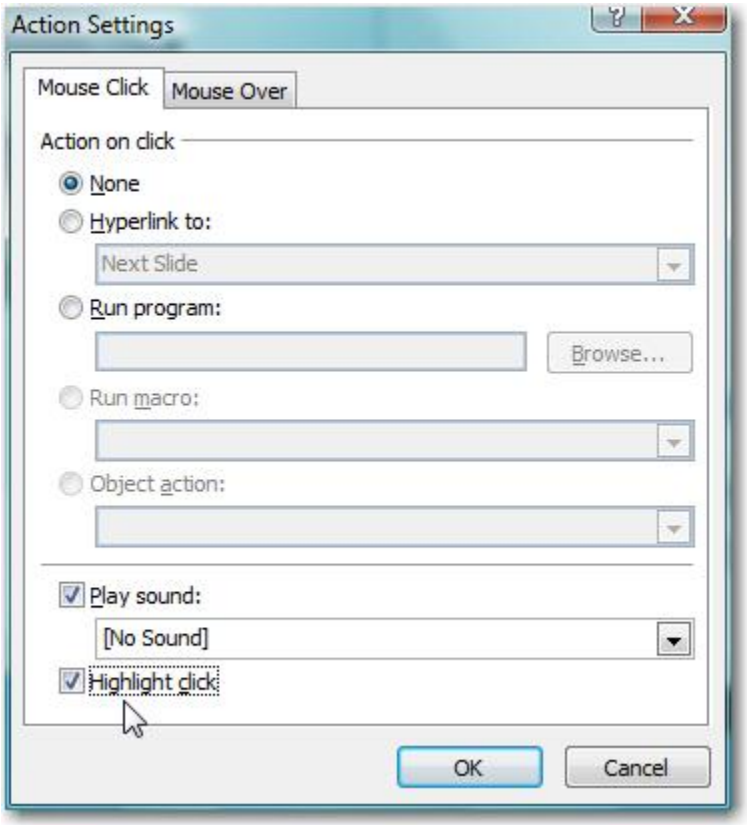
Chime
Click
Coin
Drum Roll
Explosion
Hammer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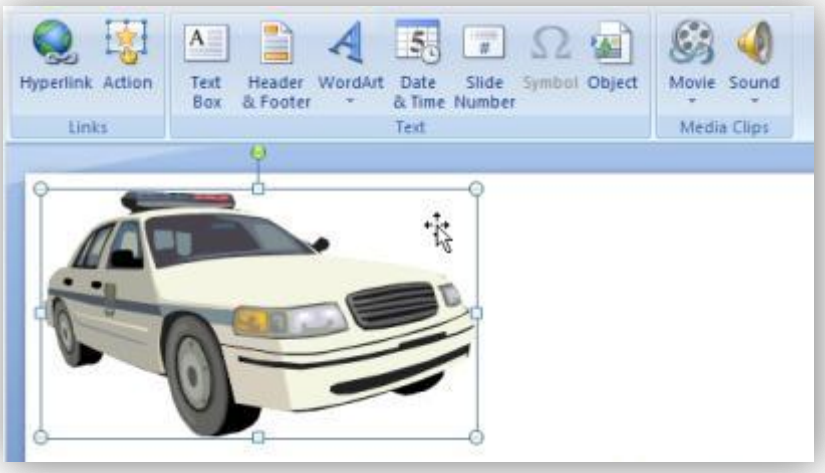
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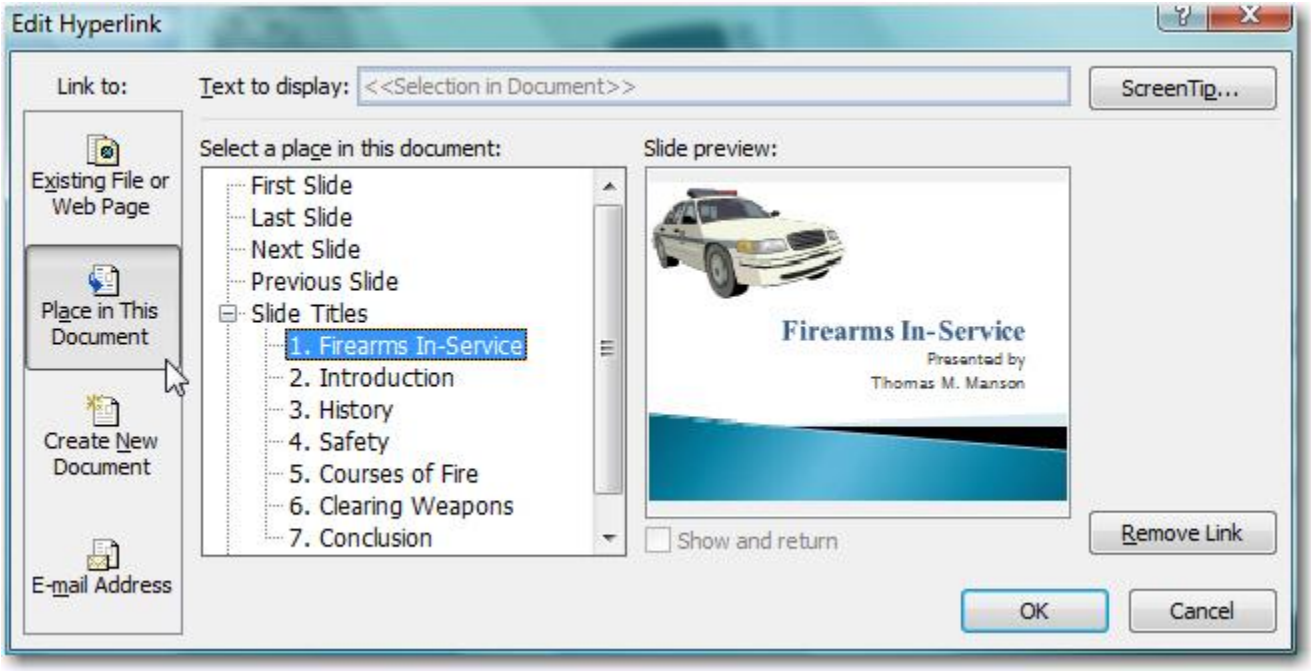
Media Clips

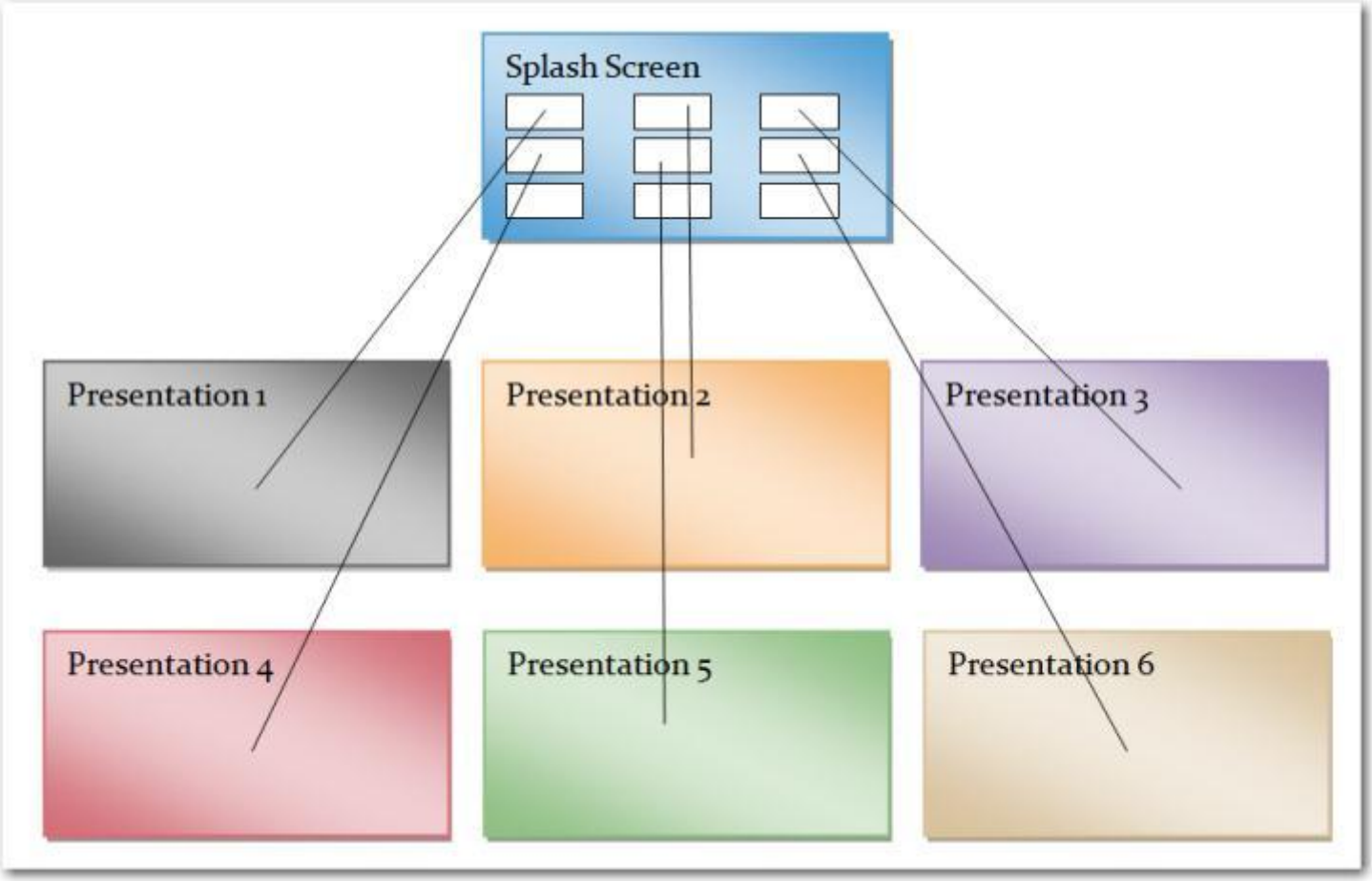

Edit Hyperlink
Link to:
Text to display:
<<Selection in Document>>
ScreenTip...
Existing File or Web Page
Place in This Document
Create New Document
E-mail Address
Select a place in this document:
First Slide
Last Slide
Next Slide
Previous Slide
Slide Titles
1. Firearms In-Service
2. Introduction
3. History
4. Safety
5. Courses of Fire
6. Clearing Weapons
7. Conclusion
Slide preview:
Firearms In-Service
Presented by
Thomas M. Manson
Show and return
Remove Link
OK
Cancel

Set Hyperlink ScreenTip
ScreenTip text:
Squad Car
Note: Custom ScreenTips are supported in Microsoft® Internet Explorer® version 4 or later.
OK
Cancel

Squad Car

Creating a Splash Screen®

1. Create your presentations
    a. Gather them in one location (not required, but helpful)
2. Create another presentation with a single slide
    a. This will become your Splash Screen®
3. Place a variety of shapes on the slide to serve as anchors
    a. Use shapes (with text) instead of Text Boxes
    b. Include additional shapes for future expansion
4. Apply action settings to each shape
    a. Hyperlink to "Other PowerPoint® Presentation…"
5. Modify shape color and text
    a. Two lines of at least ten characters are a good guide
6. Save Splash Screen as a PowerPoint® show file (.ppsx)

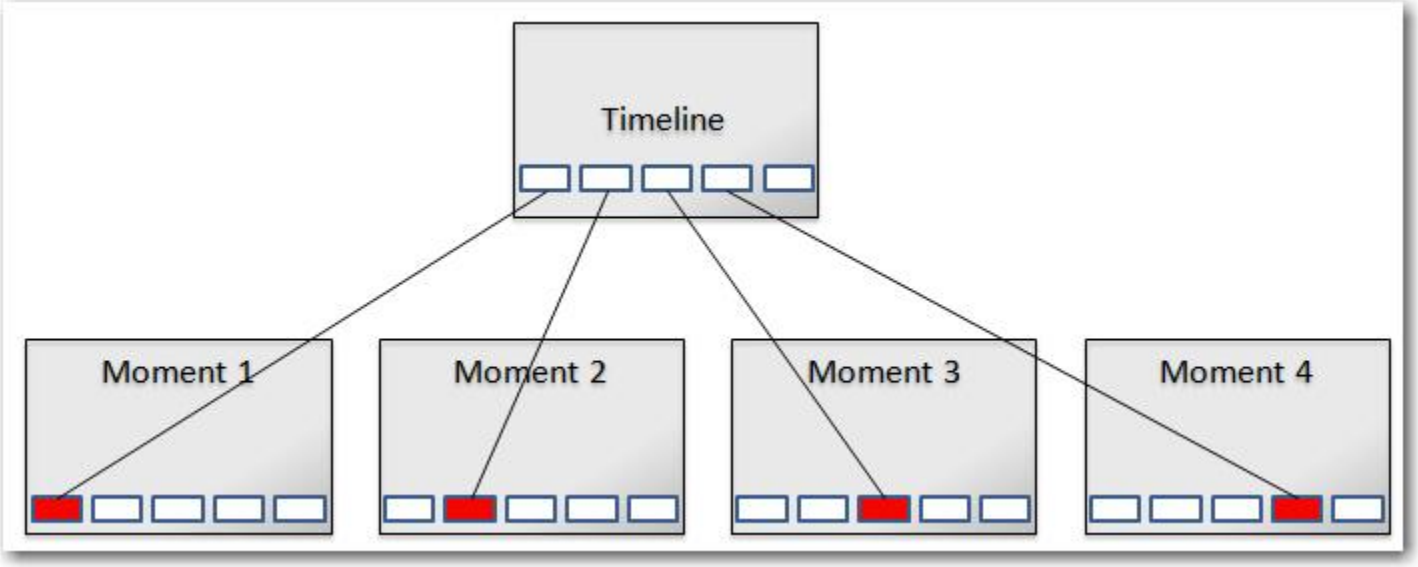


1. Clicking the Splash Screen icon (XXXXX.ppsx) will activate the slide show.
2. Clicking on a "hyperlinked" shape will cause that presentation to open.
3. A presentation will close after its last slide (or with the ESC key) returning to the Splash Screen®
4. Use of the ALT+TAB key will facilitate moving between presentations
5. The Splash Screen® will close with the ESC key returning the user to the desktop.

Creating a Timeline

A different type of Splash Screen® the Timeline is a self-contained presentation that links to itself. In the example below the entire presentation is merely 5 slides long.

1. Create slides representing each moment of time
    a. This process is greatly aided with Microsoft Word©
    b. Timelines can be of any period. Fractions of seconds to years.
2. On any slide use lines or shapes to represent the timeline
3. Place a variety of shapes near the timeline to serve as anchors, or use the timeline itself
    a. One shape for each moment in time
    b. Callout boxes work nicely, Line Callout 2
    c. Text boxes can be added to enhance understanding
    d. Terminators at opposite ends of the timeline help define the scale
4. Apply action settings to each shape
    a. Hyperlink to "Slide…"
5. Copy "hyperlinked" timeline to each slide
6. Modify shape color of timeline anchor on its corresponding slide
    a. This helps the audience understand which moment on the timeline is being discussed
7. A "Home" text box, linked to the first slide, placed on the Master slide, will assist with navigation
8. Save file as a PowerPoint® show file (.ppsx)

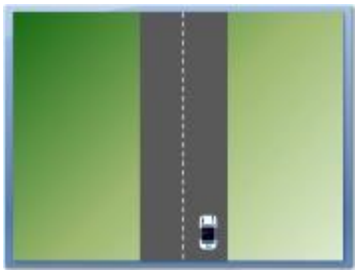


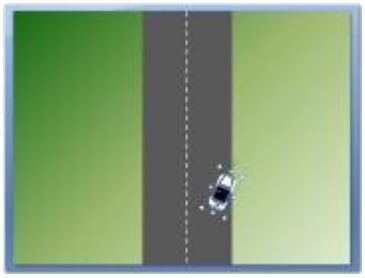
1. Clicking the Splash Screen icon (XXXXX.ppsx) will activate the slide show, i.e. the timeline.
2. Clicking on a "hyperlinked" shape will cause that slide to open.
3. A presentation will close after its last slide or at any time with the ESC key

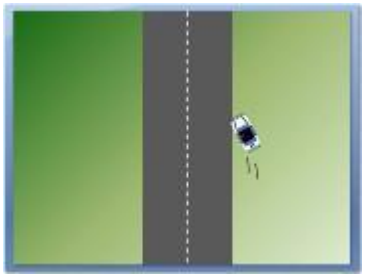
Animation

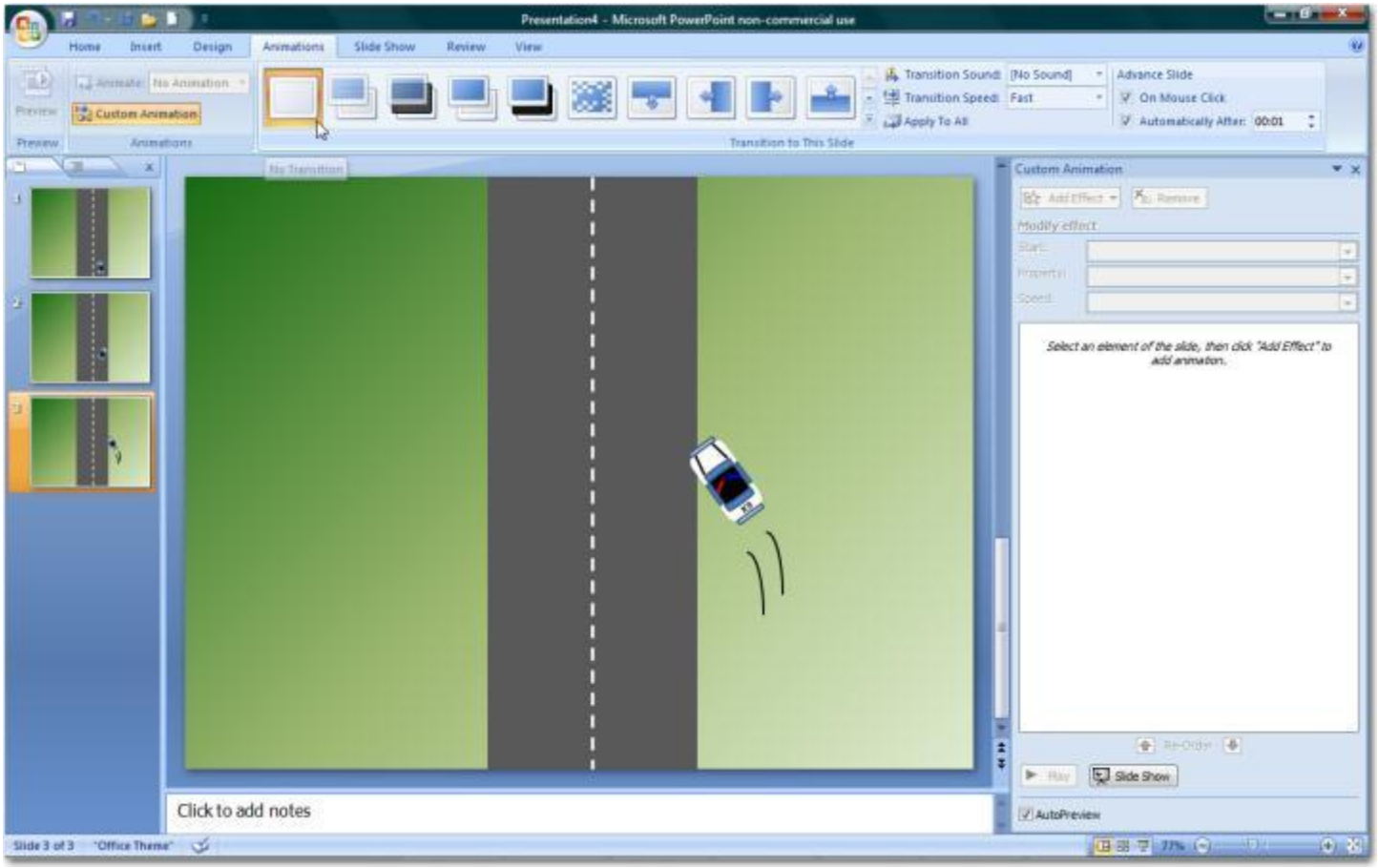
Transitions

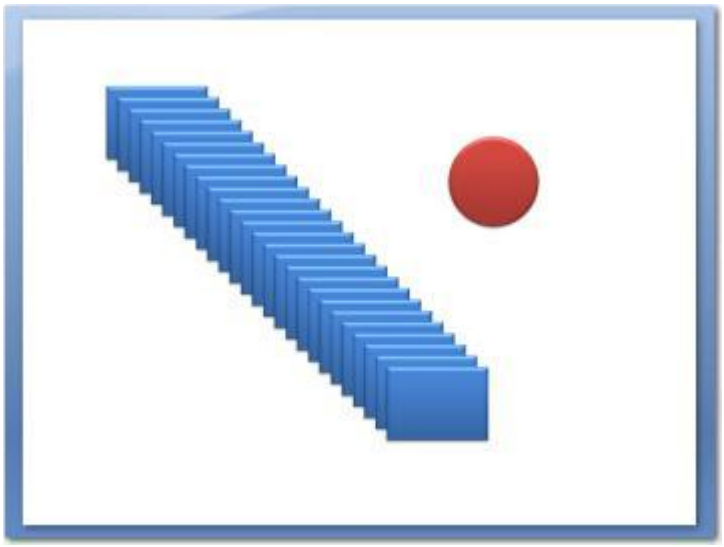
Animation through Transition

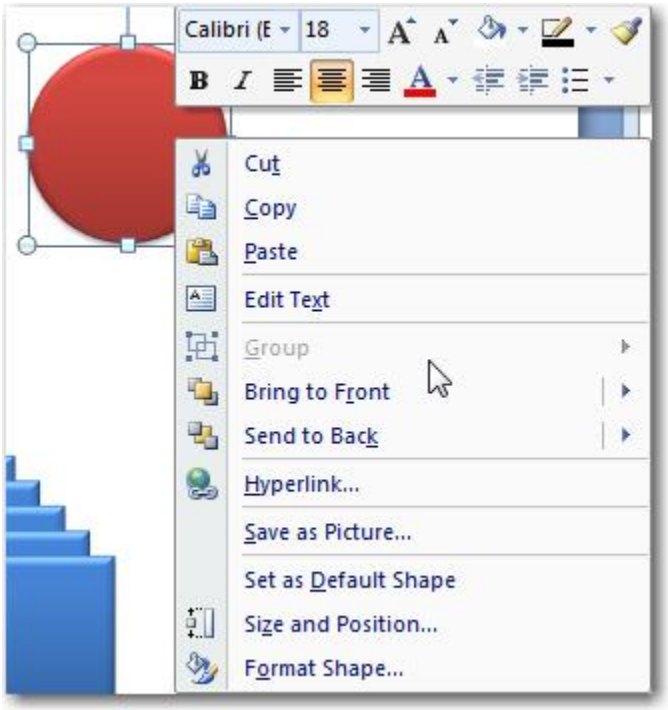


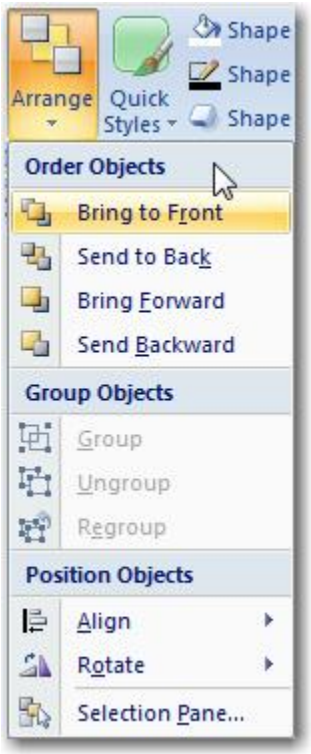




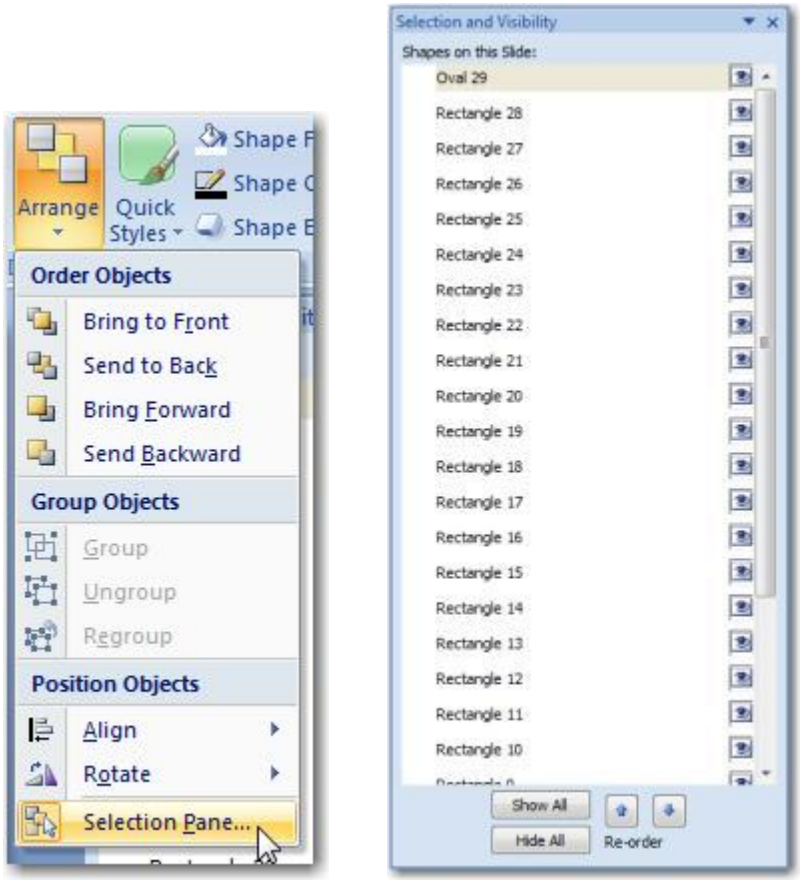


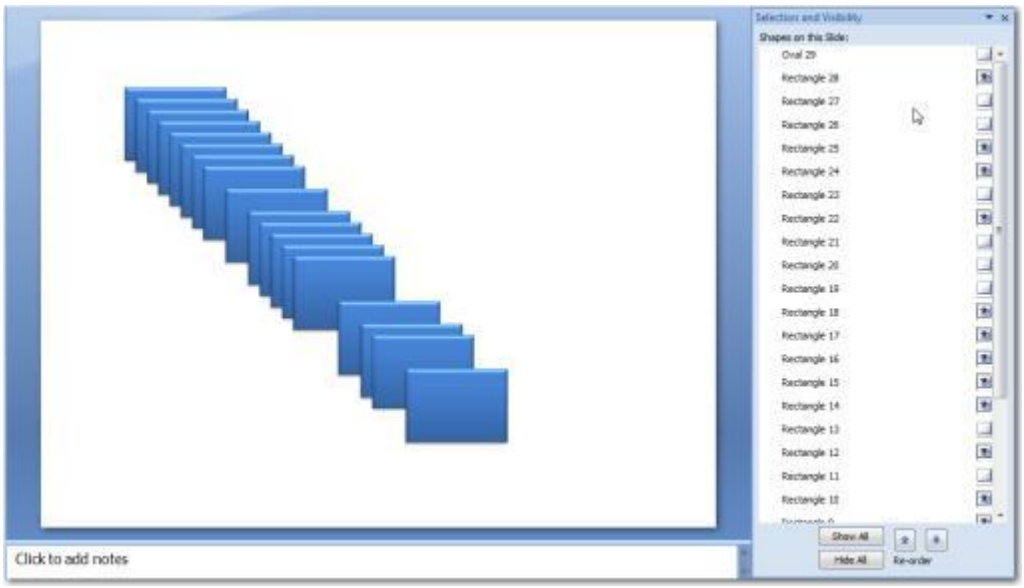



Calibri (E
18
Cut
Copy
Paste
Edit Text
Group
Bring to Front
Send to Back
Hyperlink...
Save as Picture...
Set as Default Shape
Size and Position...
Format Shape...


Arrange
Quick Styles
Shape
Shape
Shape
Order Objects
Bring to Front
Send to Back
Bring Forward
Send Backward
Group Objects
Group
Ungroup
Regroup
Position Objects
Align
Rotate
Selection Pane...

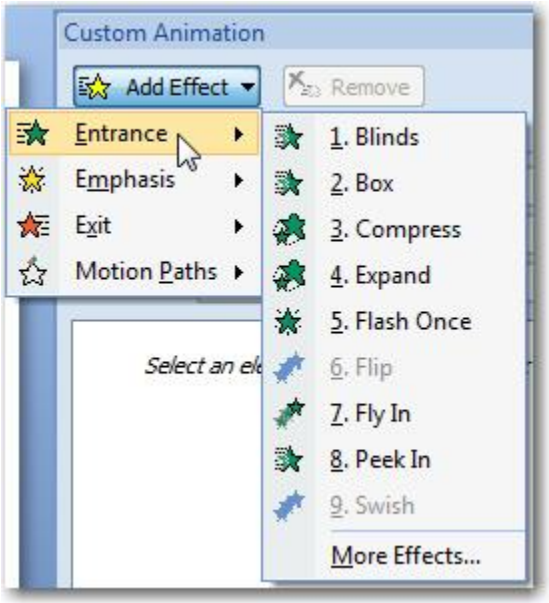
Selection and Visibility Tab

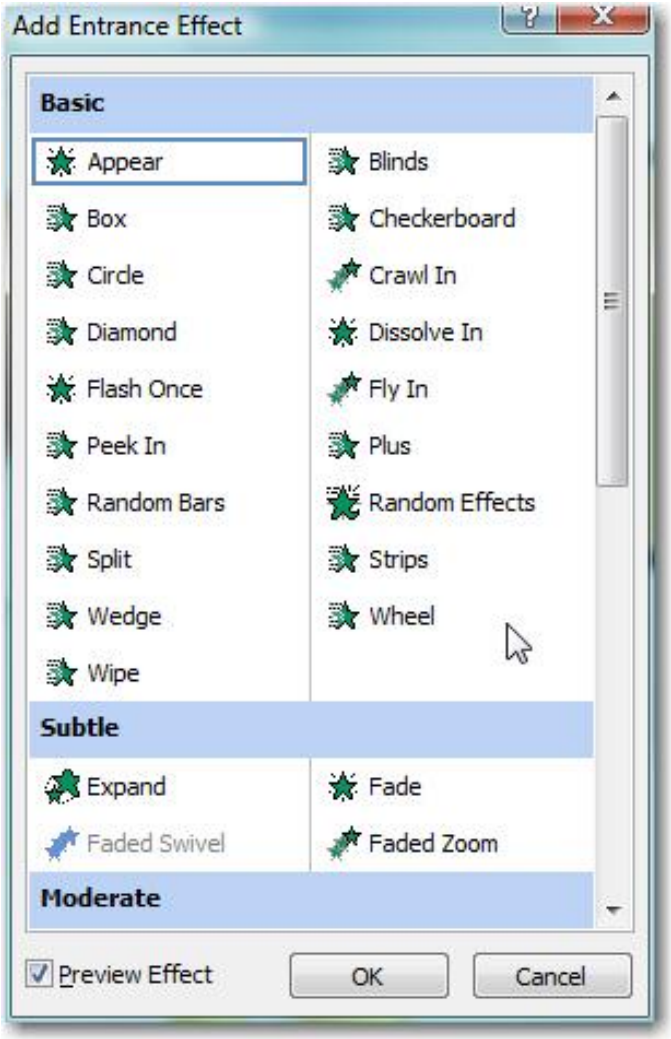


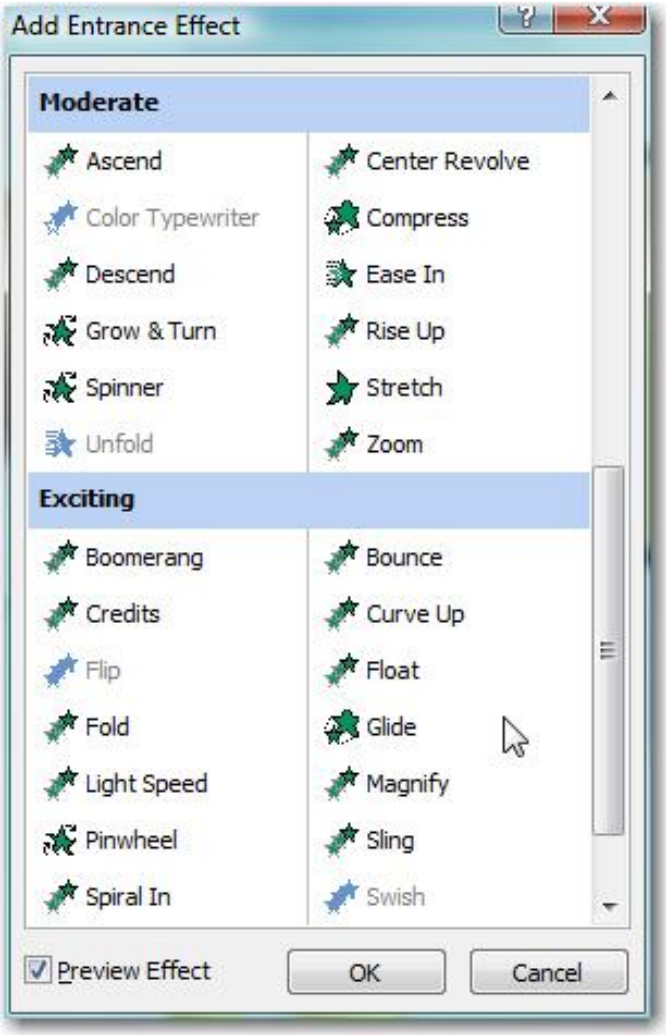


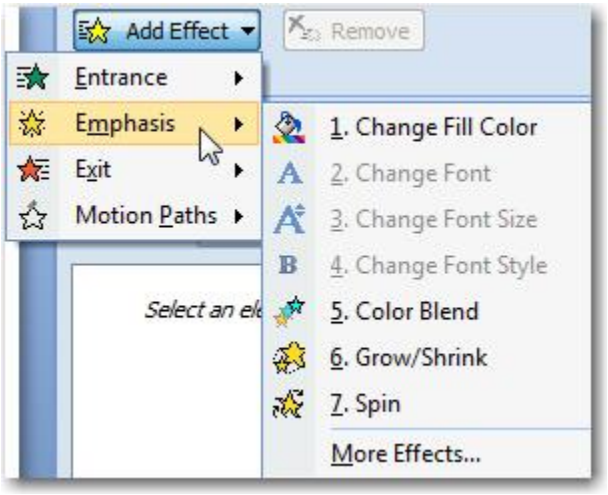
Custom Animation

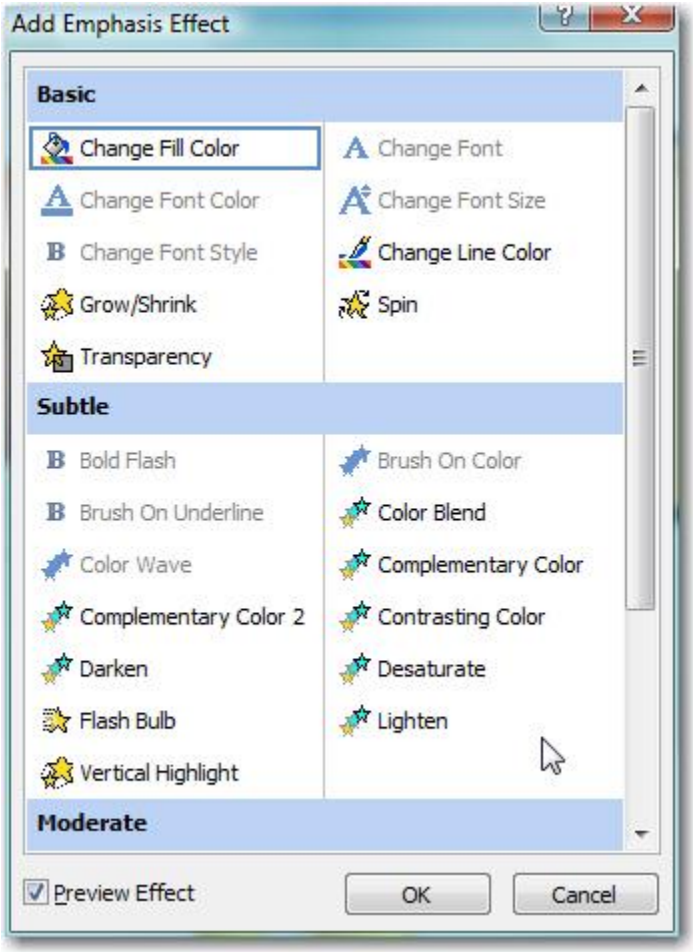
Entrance

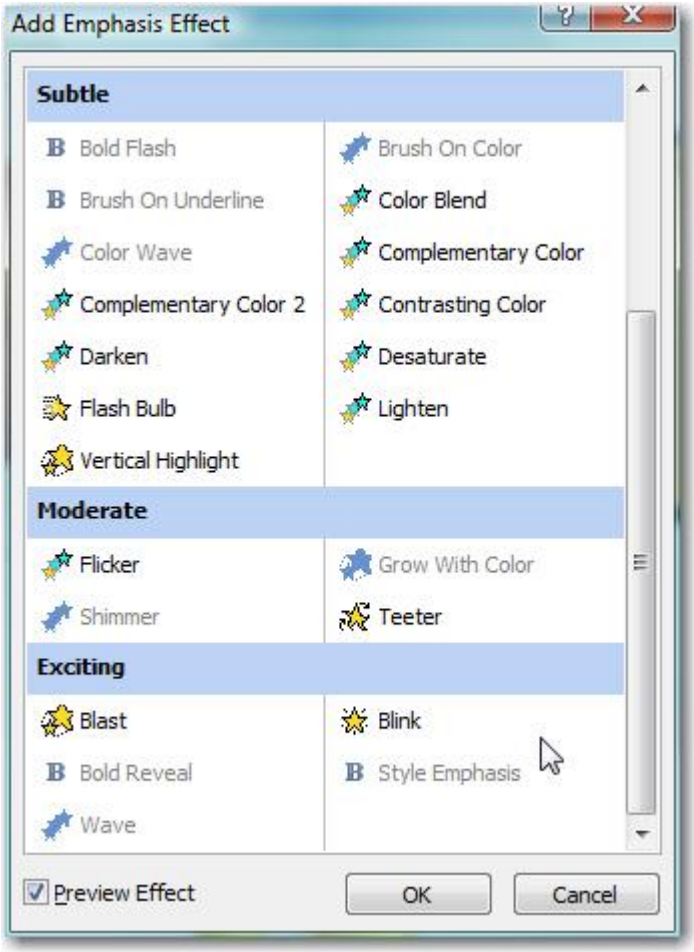


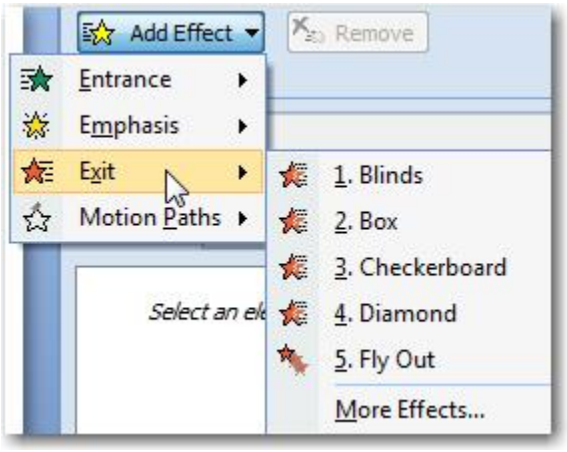


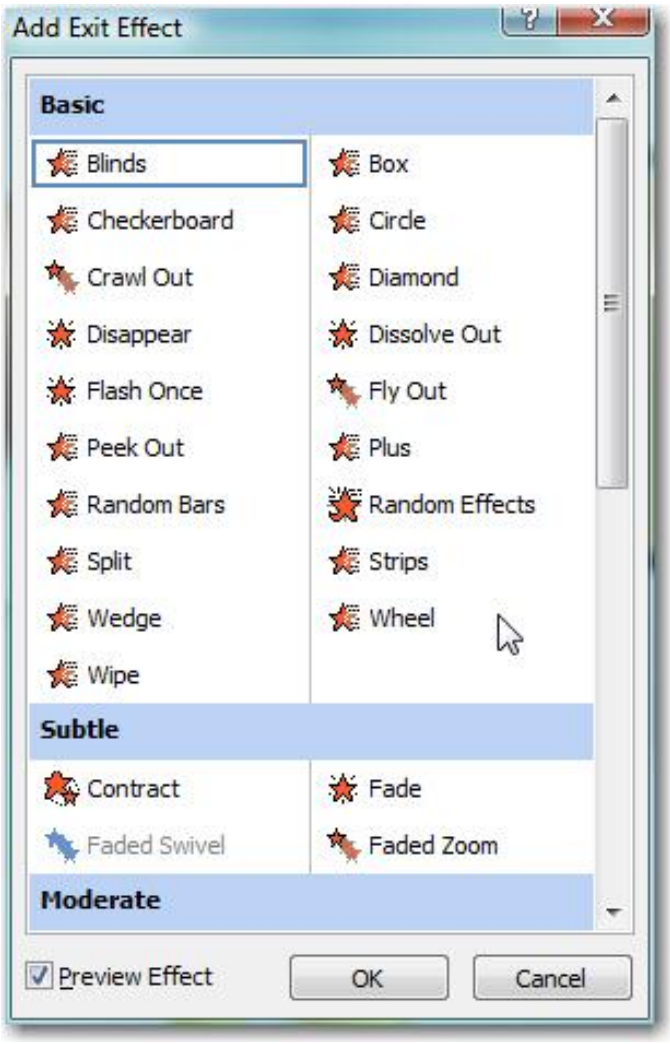


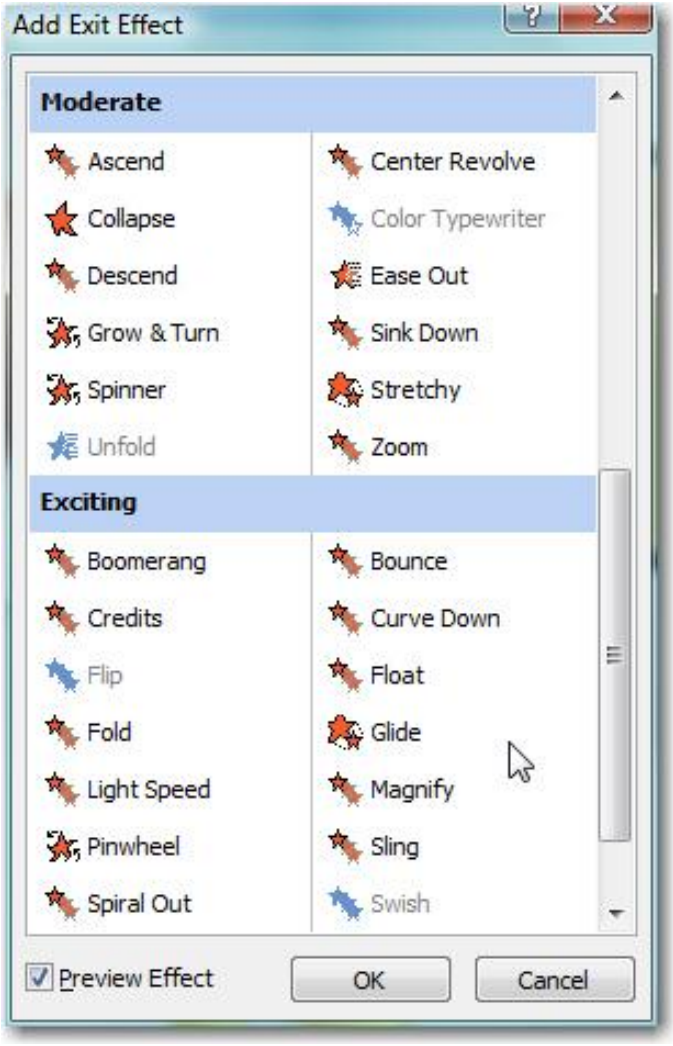

Add Effect
Remove
Entrance
Emphasis
Exit
Motion Paths
1. Change Fill Color
2. Change Font
3. Change Font Size
4. Change Font Style
5. Color Blend
6. Grow/Shrink
7. Spin
More Effects...

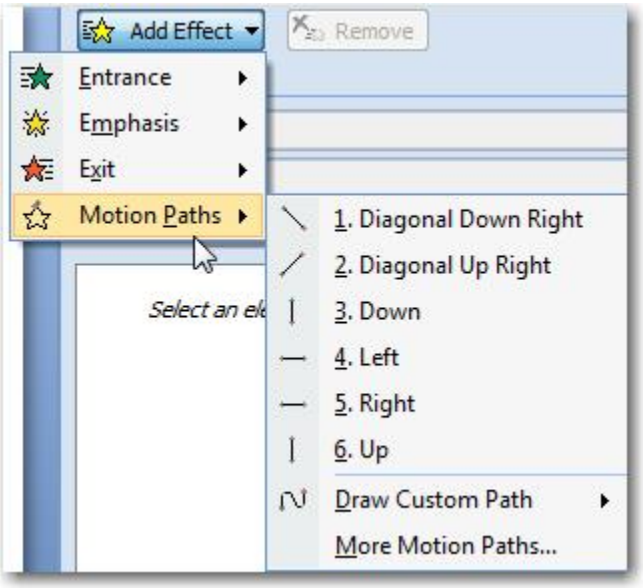

Add Emphasis Effect
Basic
Change Fill Color
Change Font
Change Font Color
Change Font Size
Change Font Style
Change Line Color
Grow/Shrink
Spin
Transparency
Subtle
Bold Flash
Brush On Color
Brush On Underline
Color Blend
Color Wave
Complementary Color
Complementary Color 2
Contrasting Color
Darken
Desaturate
Flash Bulb
Lighten
Vertical Highlight
Moderate
Preview Effect
OK
Cancel

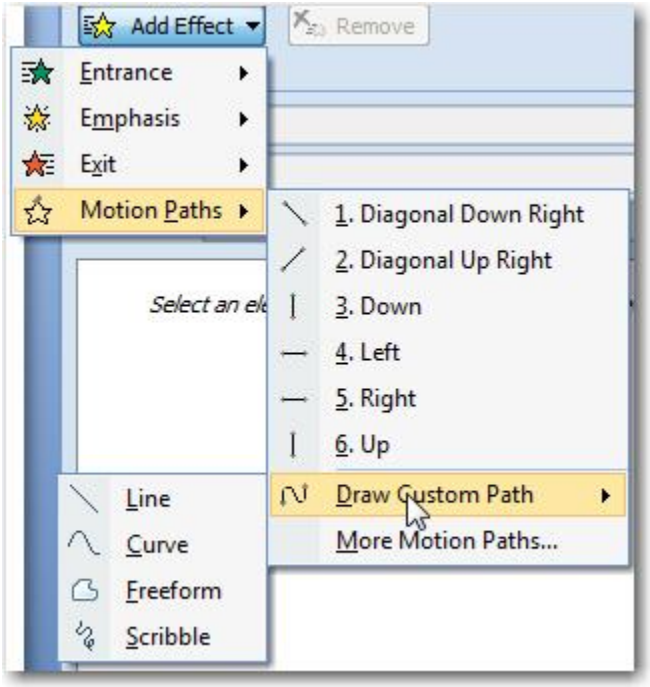

Add Emphasis Effect
Subtle
Bold Flash
Brush On Color
Brush On Underline
Color Blend
Color Wave
Complementary Color
Complementary Color 2
Contrasting Color
Darken
Desaturate
Flash Bulb
Lighten
Vertical Highlight
Moderate
Flicker
Grow With Color
Shimmer
Teeter
Exciting
Blast
Blink
Bold Reveal
Style Emphasis
Wave
Preview Effect
OK
Cancel

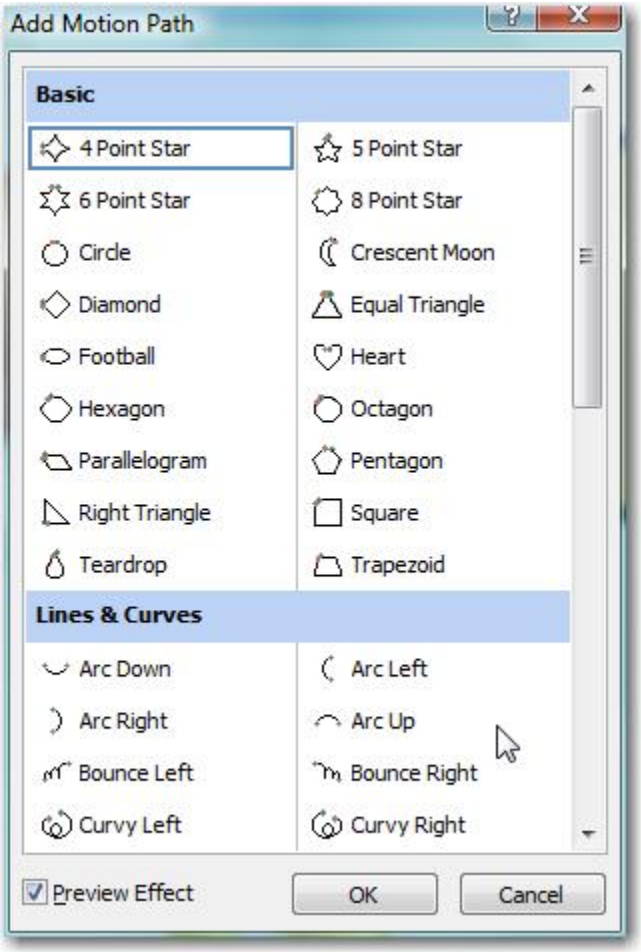

Add Effect
Remove
Entrance
Emphasis
Exit
Motion Paths
1. Blinds
2. Box
3. Checkerboard
4. Diamond
5. Fly Out
More Effects...

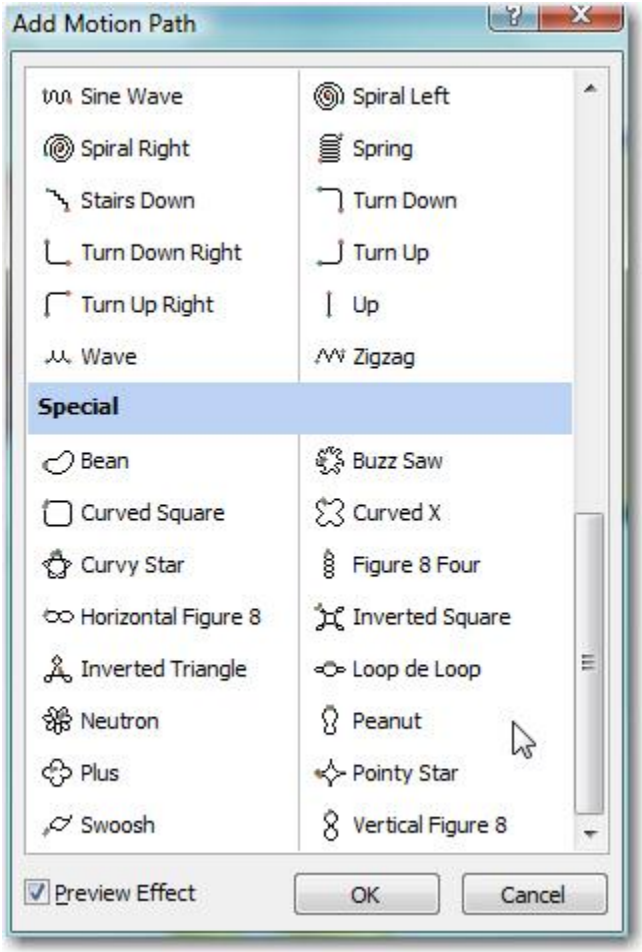

Add Exit Effect
Basic
Blinds
Box
Checkerboard
Circle
Crawl Out
Diamond
Disappear
Dissolve Out
Flash Once
Fly Out
Peek Out
Plus
Random Bars
Random Effects
Split
Strips
Wedge
Wheel
Wipe
Subtle
Contract
Fade
Faded Swivel
Faded Zoom
Moderate
Preview Effect
OK
Cancel

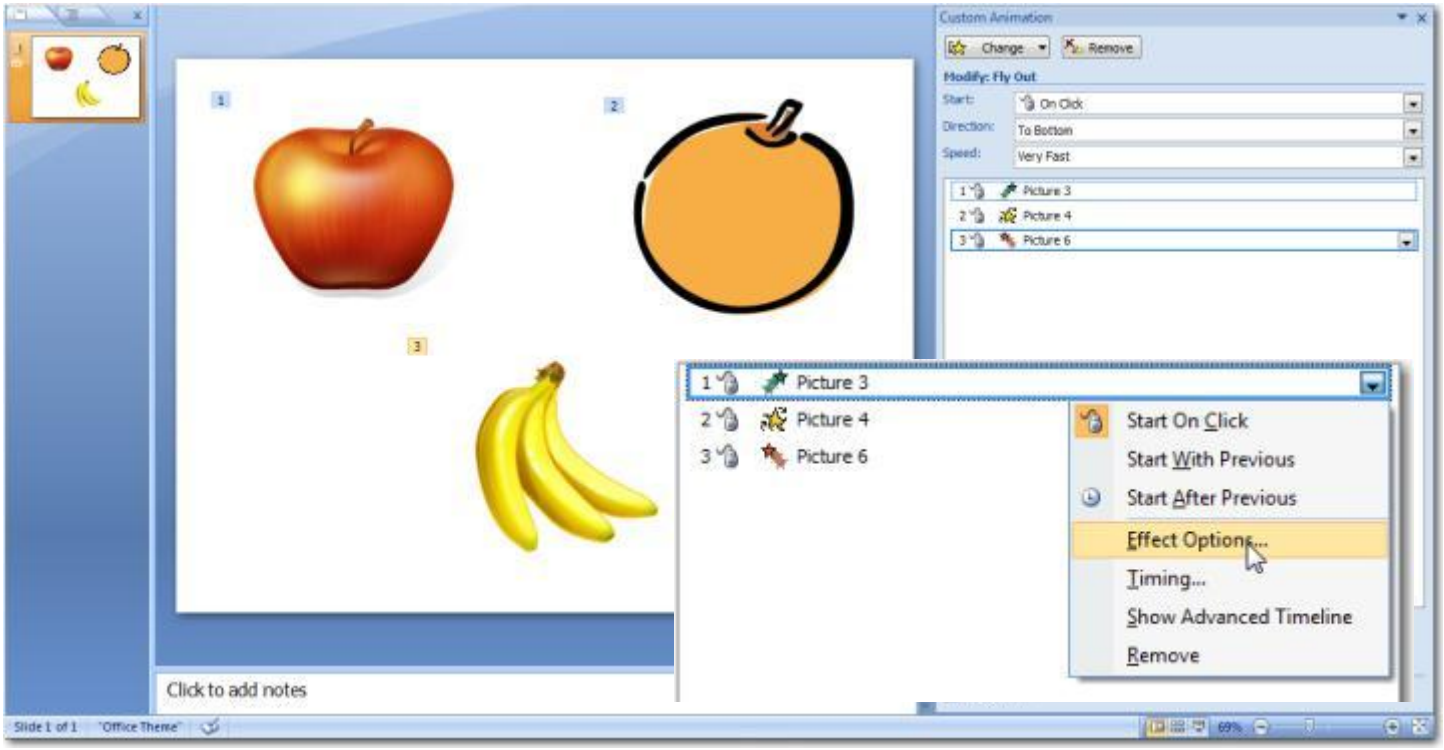

Add Exit Effect
Moderate
Ascend
Center Revolve
Collapse
Color Typewriter
Descend
Ease Out
Grow & Turn
Sink Down
Spinner
Stretchy
Unfold
Zoom
Exciting
Boomerang
Bounce
Credits
Curve Down
Flip
Float
Fold
Glide
Light Speed
Magnify
Pinwheel
Sling
Spiral Out
Swish
Preview Effect
OK
Cancel

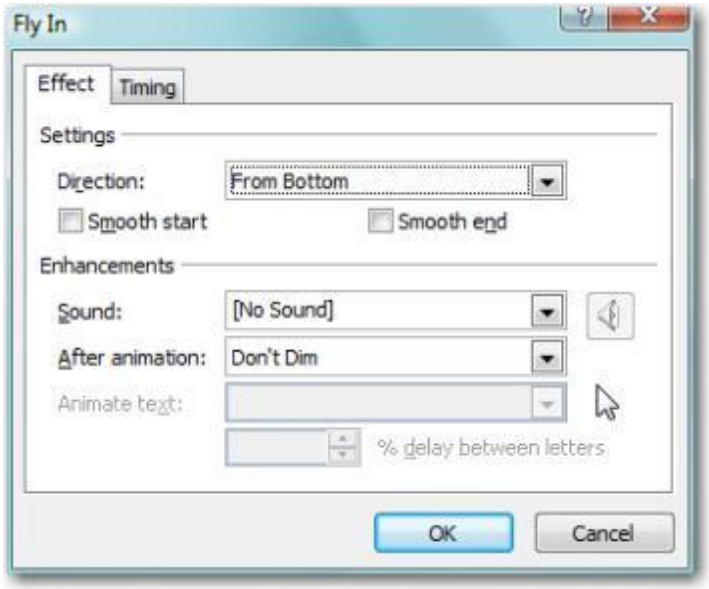

Add Effect
Remove
Entrance
Emphasis
Exit
Motion Paths
1. Diagonal Down Right
2. Diagonal Up Right
3. Down
4. Left
5. Right
6. Up
Draw Custom Path
More Motion Paths...

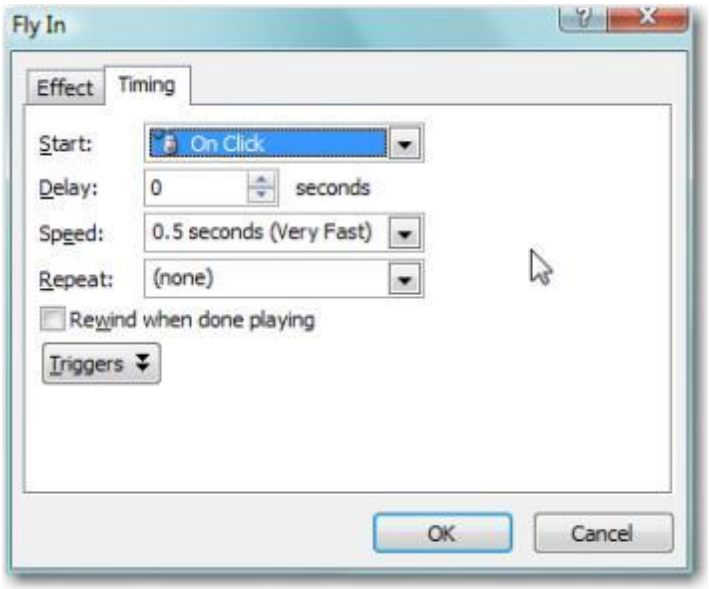

Add Effect
Remove
Entrance
Emphasis
Exit
Motion Paths
1. Diagonal Down Right
2. Diagonal Up Right
3. Down
4. Left
5. Right
6. Up
Draw Custom Path
More Motion Paths...
Line
Curve
Freeform
Scribble

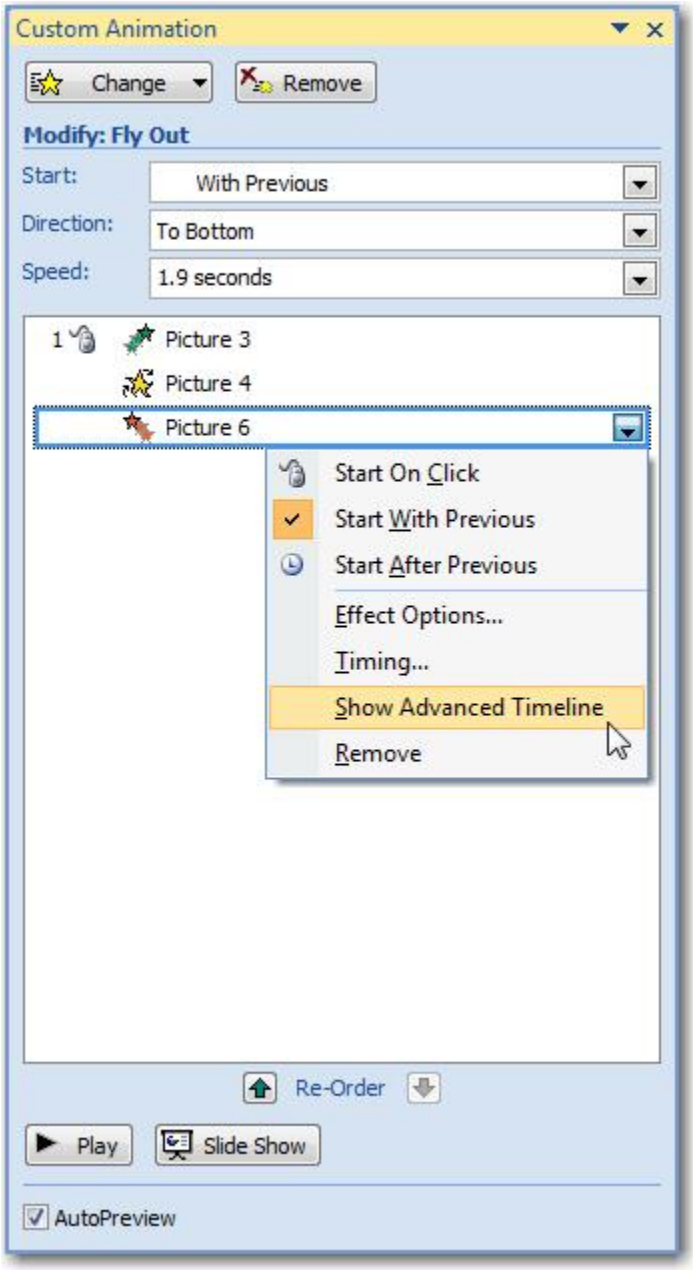

Add Motion Path
Basic
4 Point Star
5 Point Star
6 Point Star
8 Point Star
Circle
Crescent Moon
Diamond
Equal Triangle
Football
Heart
Hexagon
Octagon
Parallelogram
Pentagon
Right Triangle
Square
Teardrop
Trapezoid
Lines & Curves
Arc Down
Arc Left
Arc Right
Arc Up
Bounce Left
Bounce Right
Curvy Left
Curvy Right
Preview Effect
OK
Cancel

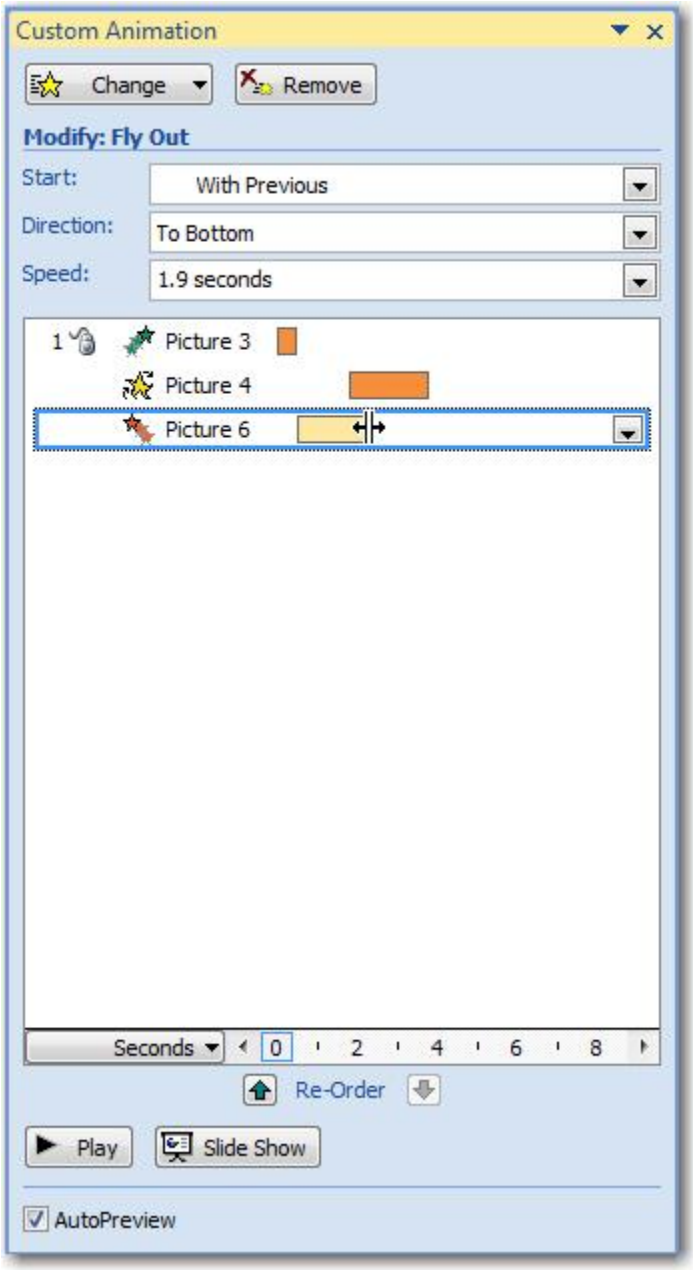

Add Motion Path
Sine Wave
Spiral Left
Spiral Right
Spring
Stairs Down
Turn Down
Turn Down Right
Turn Up
Turn Up Right
Up
Wave
Zigzag
Special
Bean
Buzz Saw
Curved Square
Curved X
Curvy Star
Figure 8 Four
Horizontal Figure 8
Inverted Square
Inverted Triangle
Loop de Loop
Neutron
Peanut
Plus
Pointy Star
Swoosh
Vertical Figure 8
Preview Effect
OK
Cancel

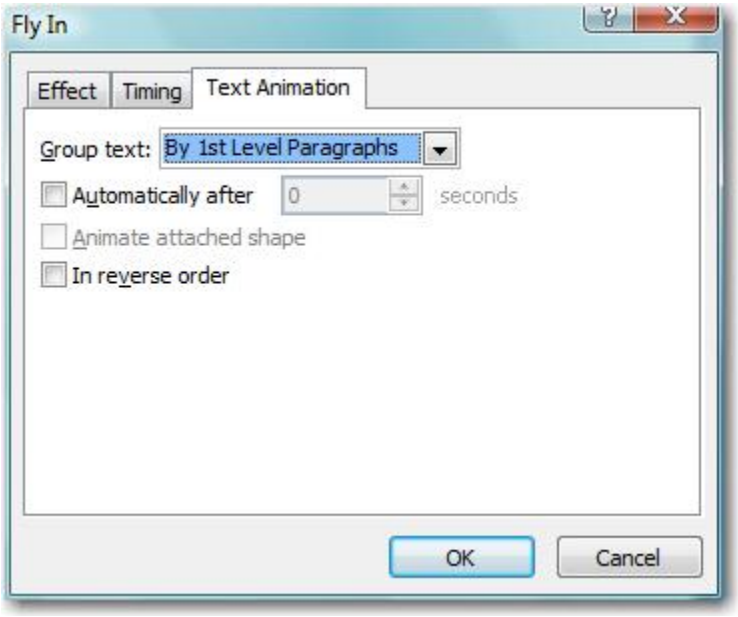

Custom Animation
Change
Remove
Modify: Fly Out
Start:
On Click
Direction:
To Bottom
Speed:
Very Fast
Picture 3
Picture 4
Picture 6
Start On Click
Start With Previous
Start After Previous
Effect Options...
Timing...
Show Advanced Timeline
Remove
Click to add notes

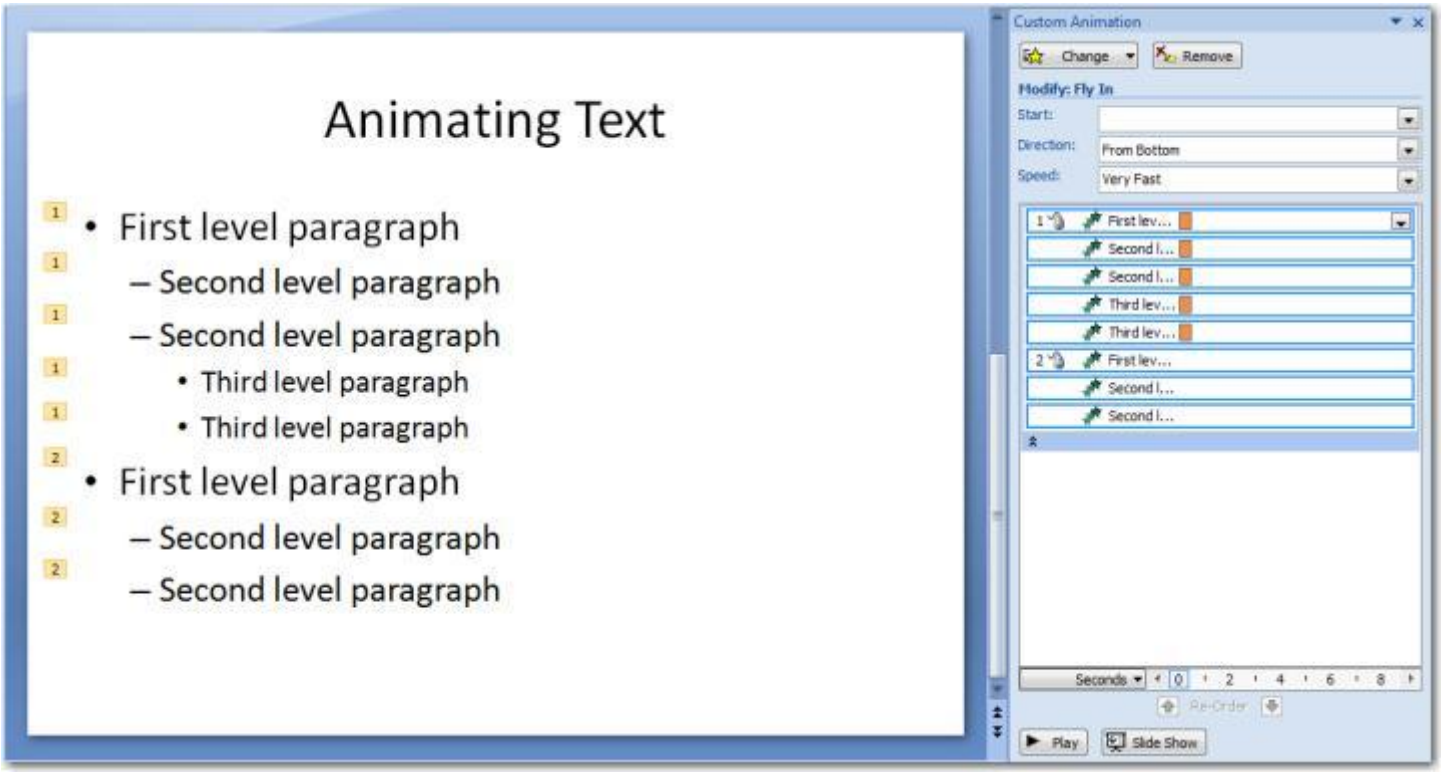

Fly In
Effect
Timing
Settings
Direction:
From Bottom
Smooth start
Smooth end
Enhancements
Sound:
[No Sound]
After animation:
Don't Dim
Animate text:
% delay between letters
OK
Cancel


Fly In
Effect
Timing
Start:
On Click
Delay:
0
seconds
Speed:
0.5 seconds (Very Fast)
Repeat:
(none)
Rewind when done playing
Triggers
OK
Cancel


Custom Animation
Change
Remove
Modify: Fly Out
Start:
With Previous
Direction:
To Bottom
Speed:
1.9 seconds
1 Picture 3
Picture 4
Picture 6
Start On Click
Start With Previous
Start After Previous
Effect Options...
Timing...
Show Advanced Timeline
Remove
Re-Order
Play
Slide Show
AutoPreview


Custom Animation
Change
Remove
Modify: Fly Out
Start:
With Previous
Direction:
To Bottom
Speed:
1.9 seconds
1 Picture 3
Picture 4
Picture 6
Seconds
0
2
4
6
8
Re-Order
Play
Slide Show
AutoPreview


Fly In
Effect
Timing
Text Animation
Group text:
By 1st Level Paragraphs
Automatically after
0
seconds
Animate attached shape
In reverse order
OK
Cancel


Animating Text
First level paragraph
Second level paragraph
Second level paragraph
Third level paragraph
Third level paragraph
First level paragraph
Second level paragraph
Second level paragraph
Custom Animation
Change
Remove
Modify: Fly In
Start:
Direction:
From Bottom
Speed:
Very Fast
Seconds
Re-Order
Play
Slide Show

Diagramming Process

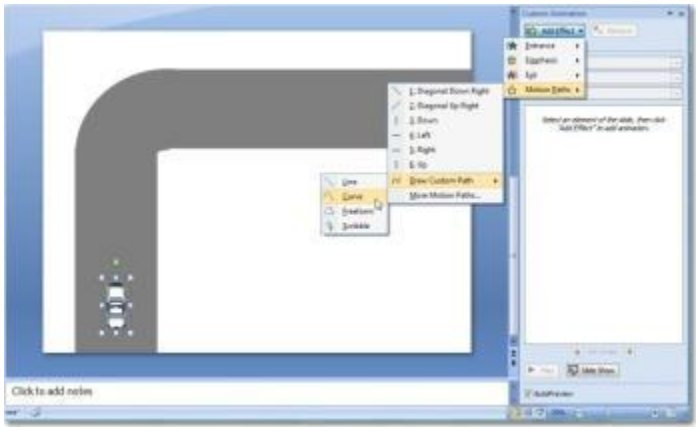
"Good, Fast, Cheap…Pick Two." Guiding Principle of Custom Development

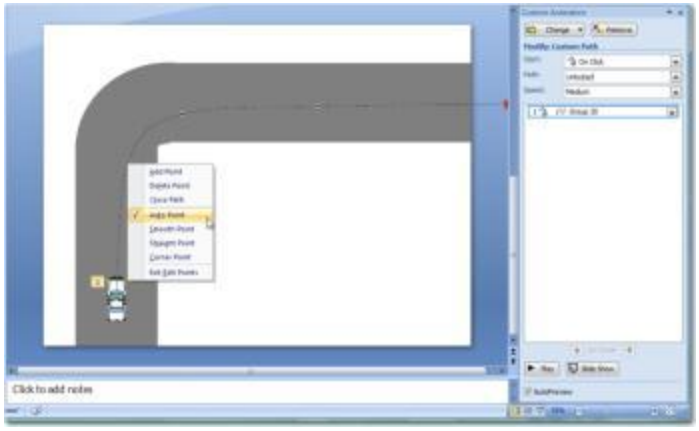
To create custom animations in PowerPoint® you need four things in place:

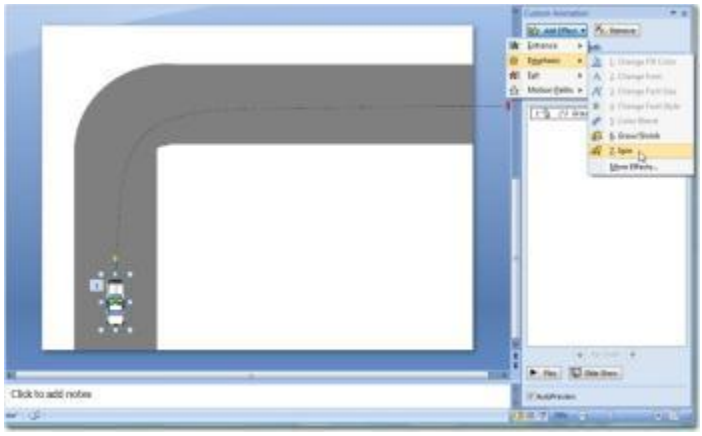
1. A clear understanding of the process you wish to animate
    a. If you can verbally describe it can likely be animated in PowerPoint®
2. A clear understanding of the PowerPoint® custom animation principles
    a. Understanding what PowerPoint® can and cannot do defines the project
3. Time
    a. The importance of the project and its frequency of use should determine how much time is devoted to a custom animation
    b. If an animation will be used in the academy for the next 5 years it warrant spending 24 hours to perfect it; likewise a onetime use for an important court case.
4. Patience
    a. Animation will try the patience of most first time developers

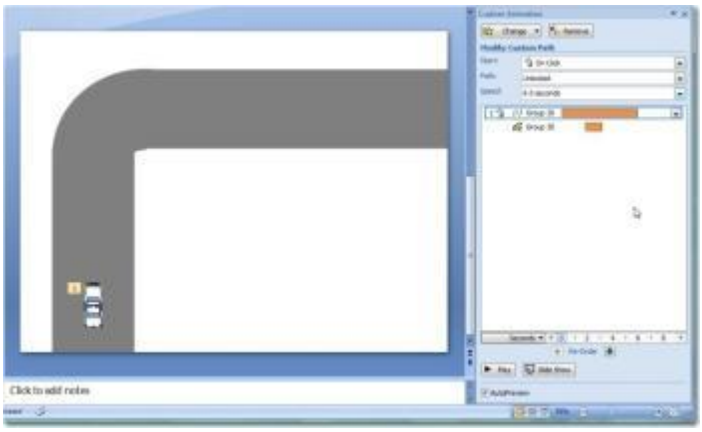
The following three steps make developing animations in PowerPoint® more effective and time efficient:

1. Talk out the process
    a. With someone equally knowledgeable on the topic
    b. Talk it out, out loud
2. Sketch out the process
    a. Using paper and pen
    b. Draw out the process as you understand it
        i. Story board
        ii. Single image
    c. Use stick figures and simple shapes
    d. Label major components
    e. Note: If you cannot draw the animation, you should question if custom animation is the best option for the project. Video or pictures may be more effectively and quicker.
3. Begin development in PowerPoint®
    a. Resist the urge to skip steps 1 and 2.
    b. The sketch is actually an outline which if created and used will
        i. Greatly speed development
        ii. Increase accuracy of the final project



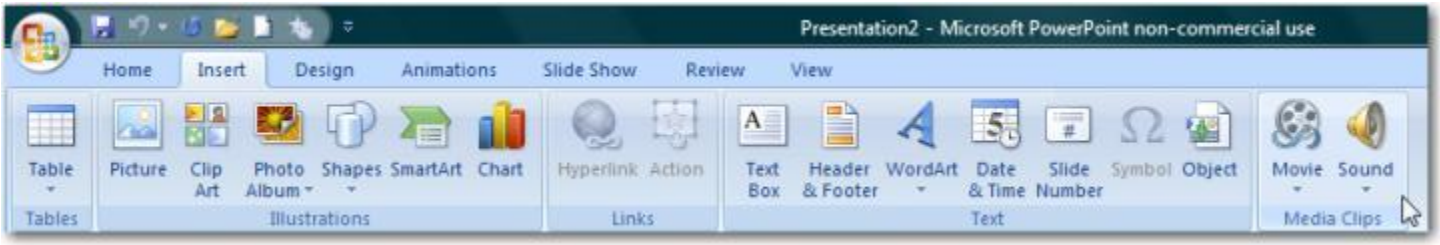


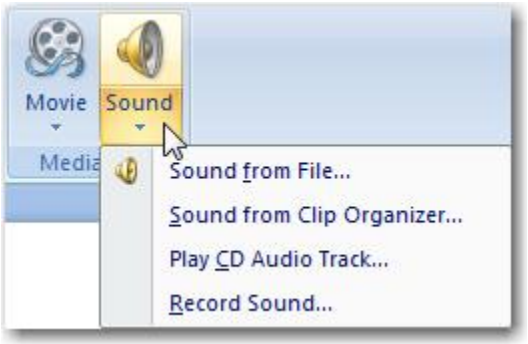


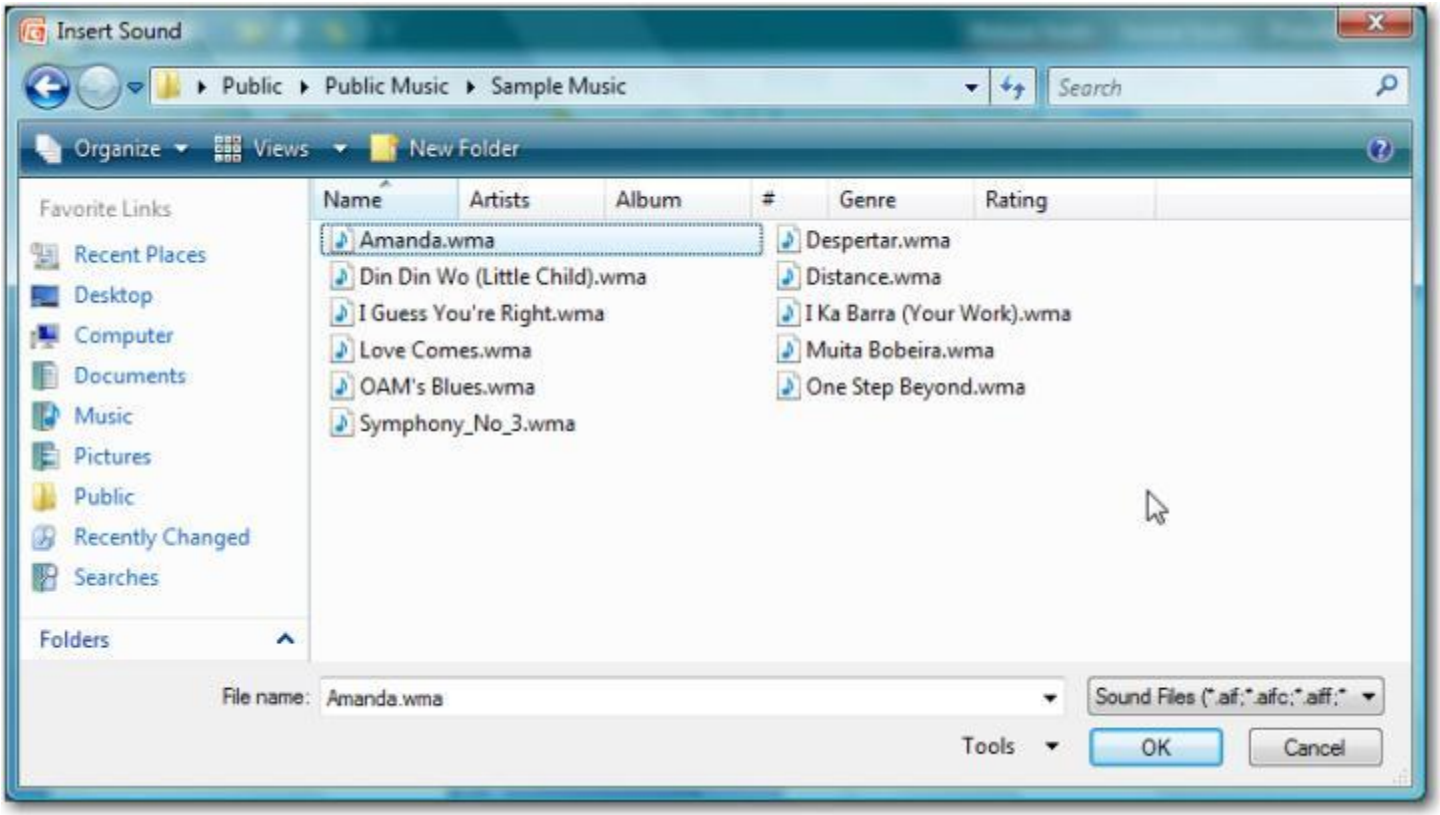


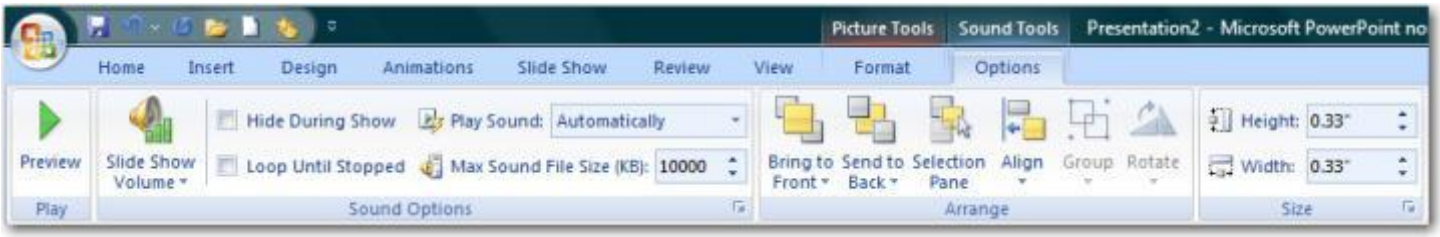
Audio

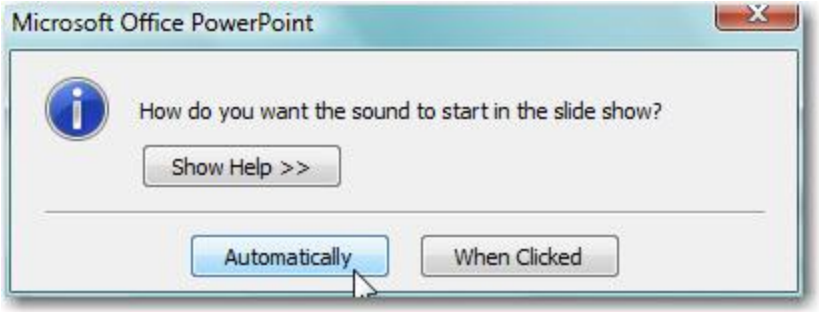
Adding a Soundtrack

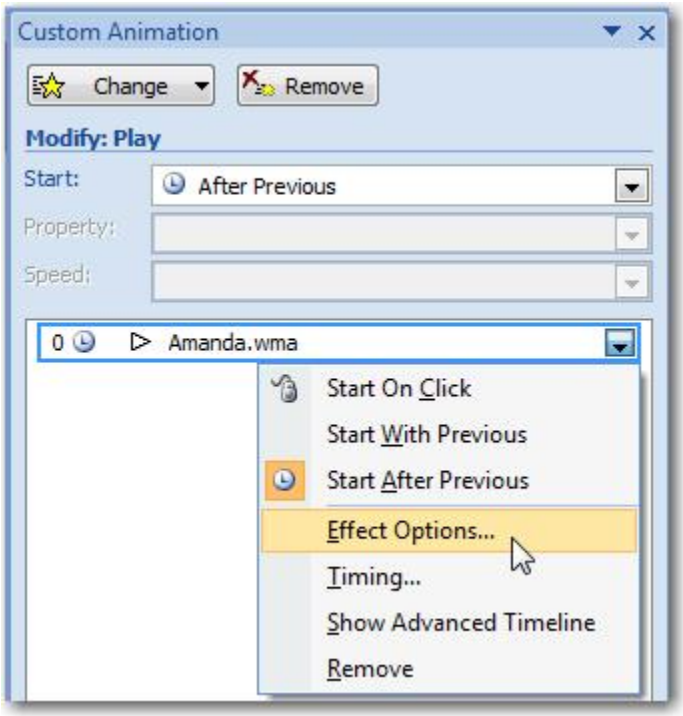


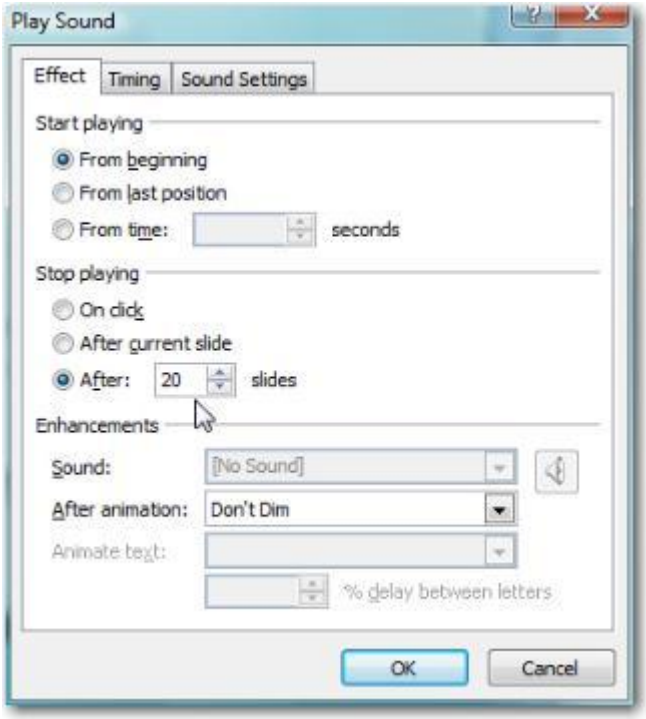


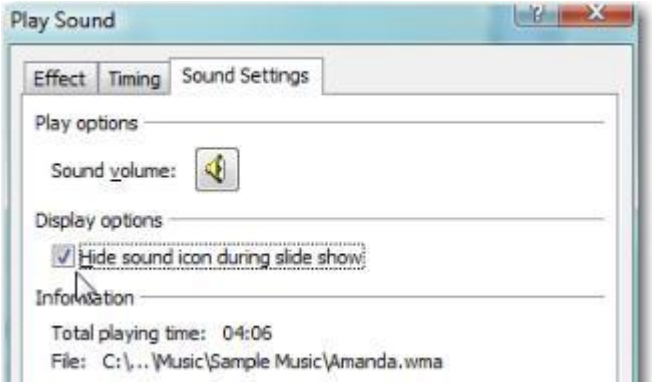




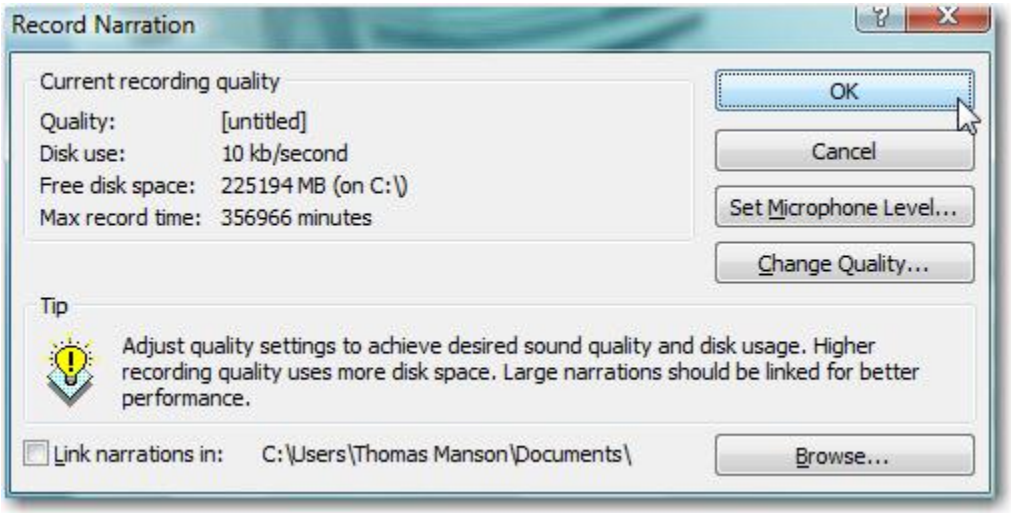

Microsoft Office PowerPoint
How do you want the sound to start in the slide show?
Show Help >>
Automatically
When Clicked

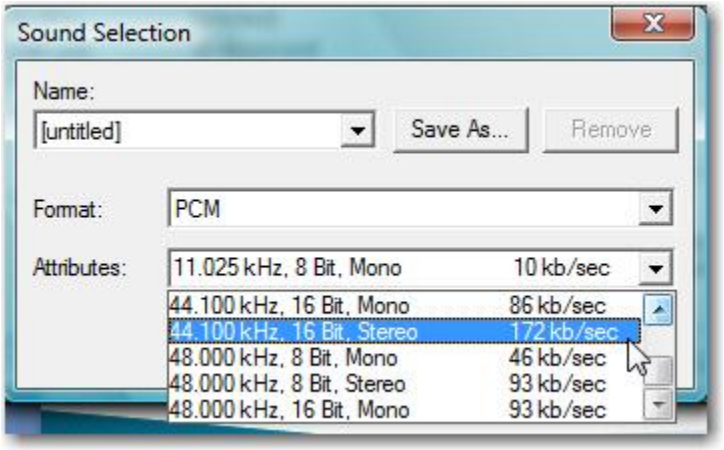

Custom Animation
Change
Remove
Modify: Play
Start:
After Previous
Property:
Speed:
0
Amanda.wma
Start On Click
Start With Previous
Start After Previous
Effect Options...
Timing...
Show Advanced Timeline
Remove


Play Sound
Effect
Timing
Sound Settings
Start playing
From beginning
From last position
From time:
seconds
Stop playing
On click
After current slide
After:
20
slides
Enhancements
Sound:
[No Sound]
After animation:
Don't Dim
Animate text:
% delay between letters
OK
Cancel


Play Sound
Effect
Timing
Sound Settings
Play options
Sound volume:
Display options
Hide sound icon during slide show
Information
Total playing time: 04:06
File: C:\...\Music\Sample Music\Amanda.wma

Record Narration

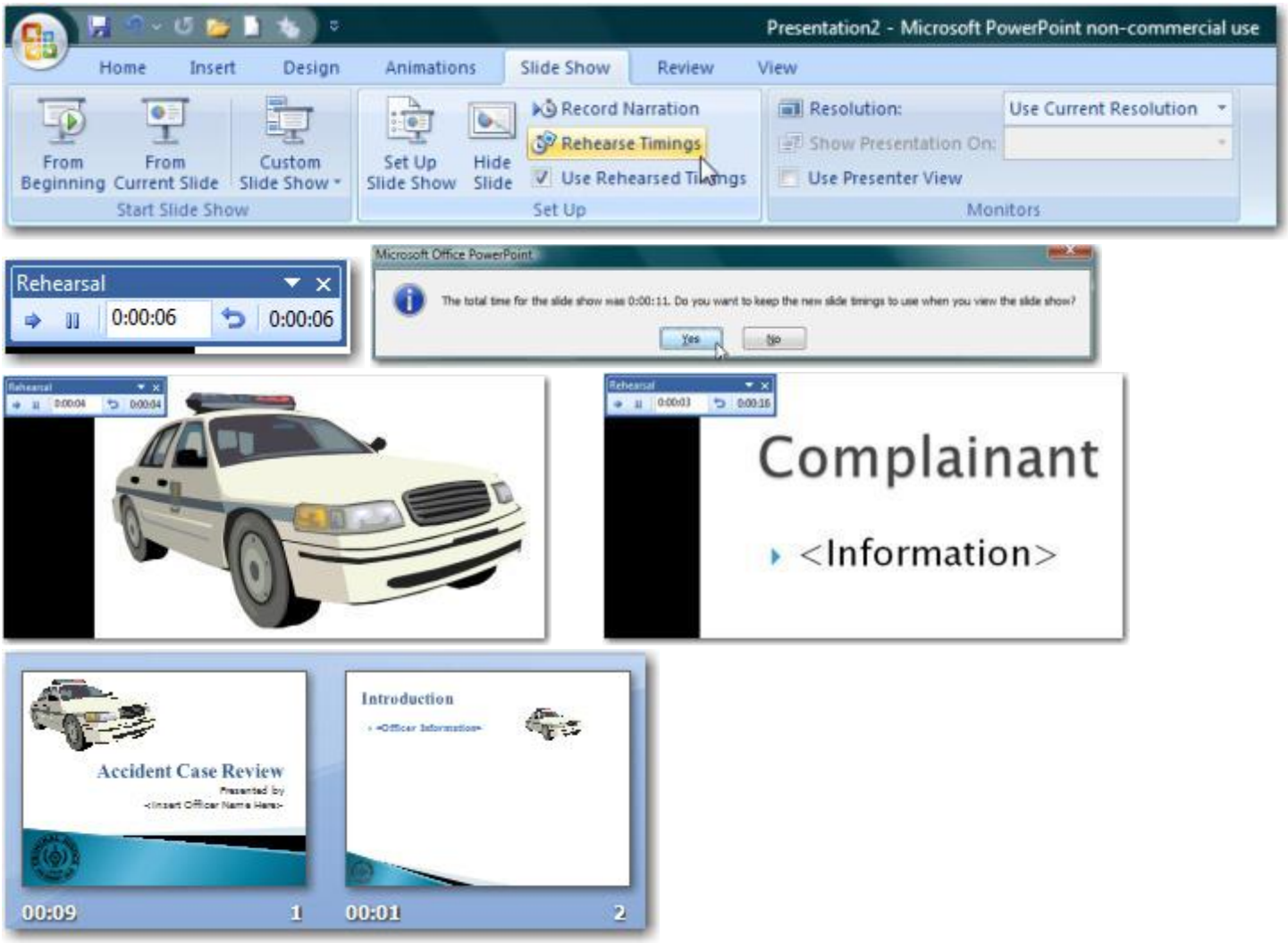




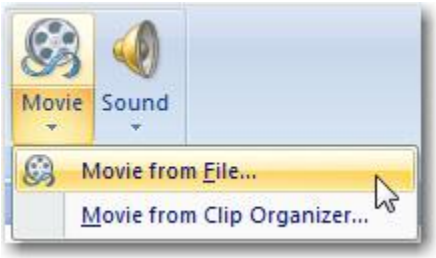
911 Recording and Text

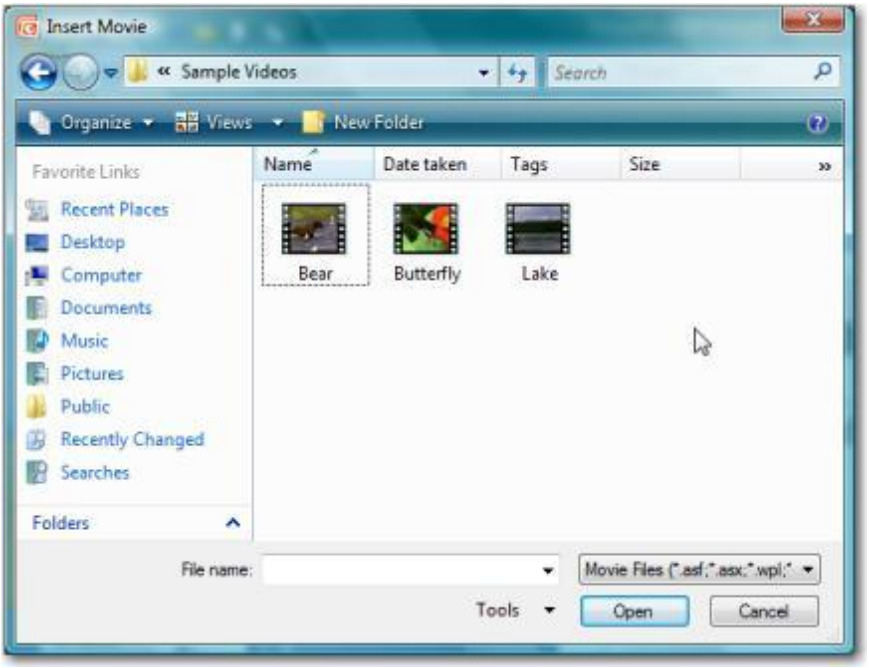
The process for combining an audio tape with a transcript is

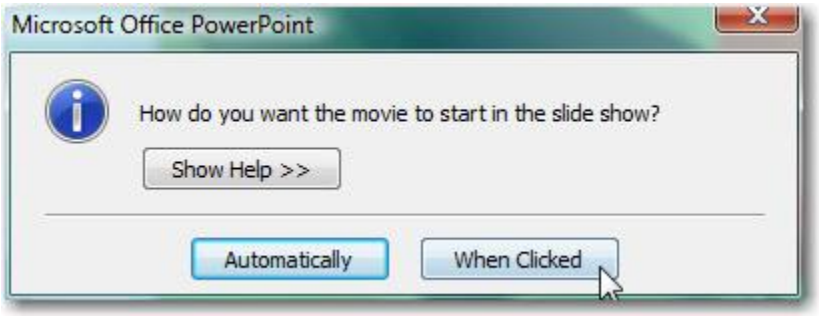
1. Obtain a digital copy of the recording (.wav, .mp3)
2. Obtain a digital copy of the transcript of the recording. (Microsoft Word®)
3. Create a presentation from the transcript with no more than a few paragraphs per slides.
4. Insert the audio file onto the first slide
    a. Select to play automatically
5. Make sound play for entire presentation
    a. Either from Ribbon - Options Tab - “Play across slides”
    b. Custom Animation – Effects - Stop playing after XX of slides
6. Rehearse Timings from the Slide Show tab
    a. Advance to the next as the transcript is “read” using the space bar
7. F5 to test; save as ppsx.



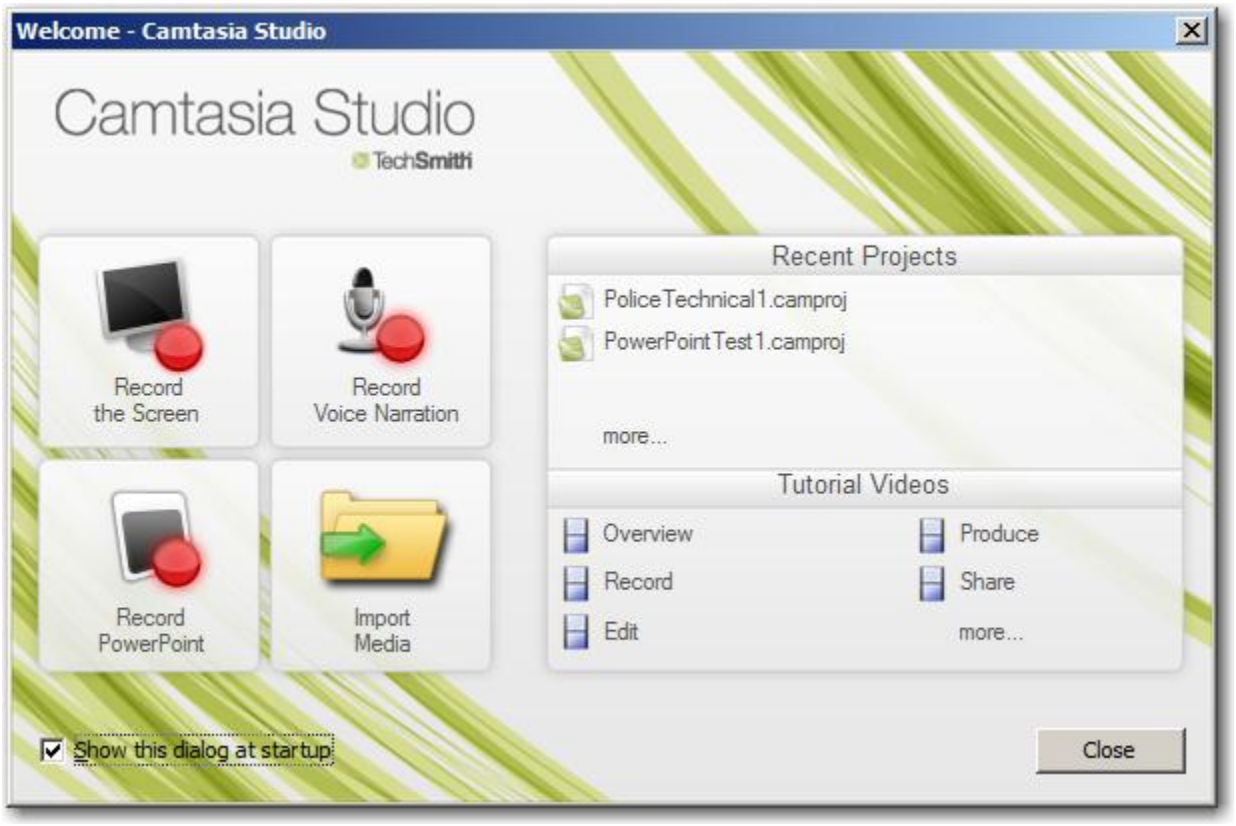
Video

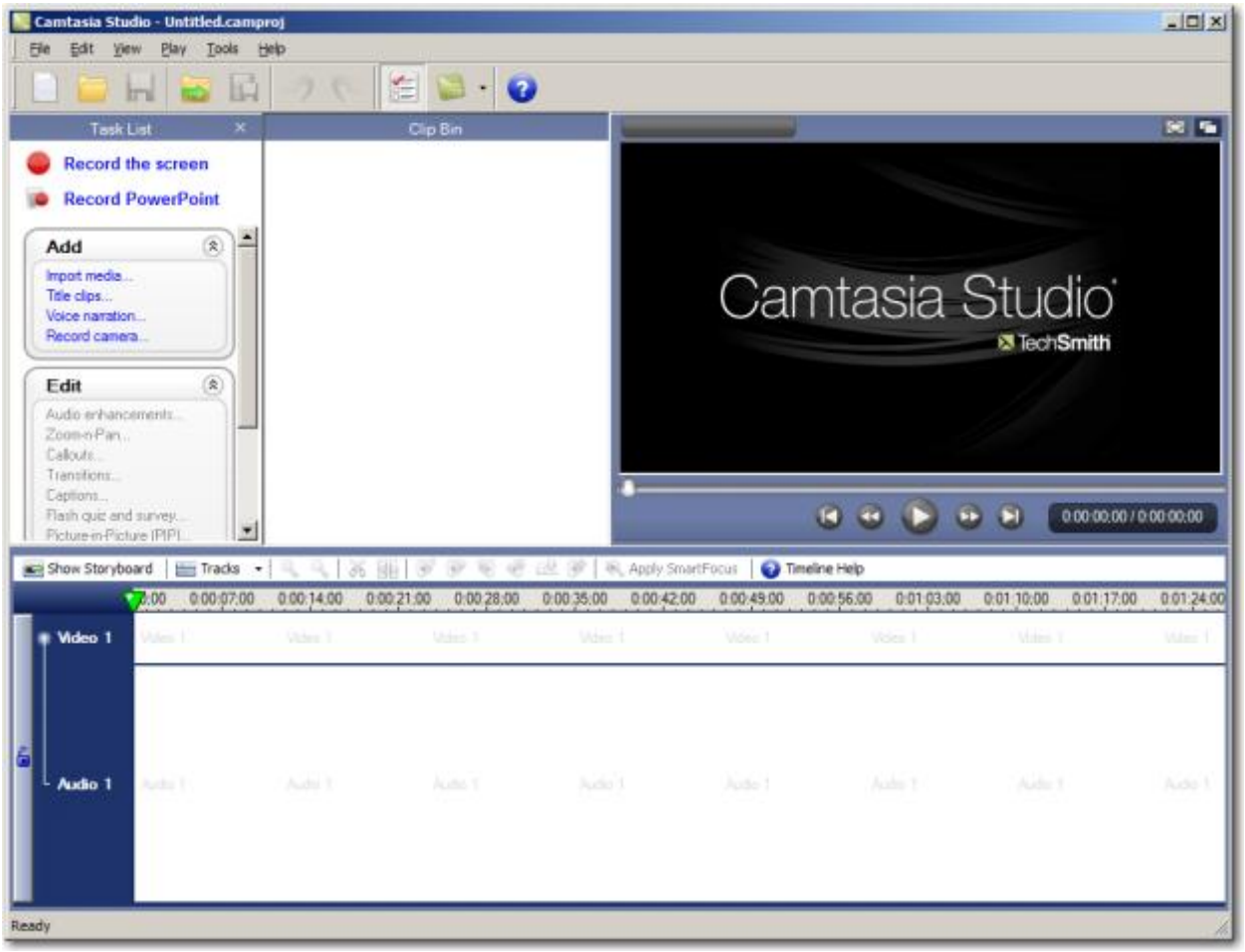

Movie
Sound
Movie from File...
Movie from Clip Organizer...

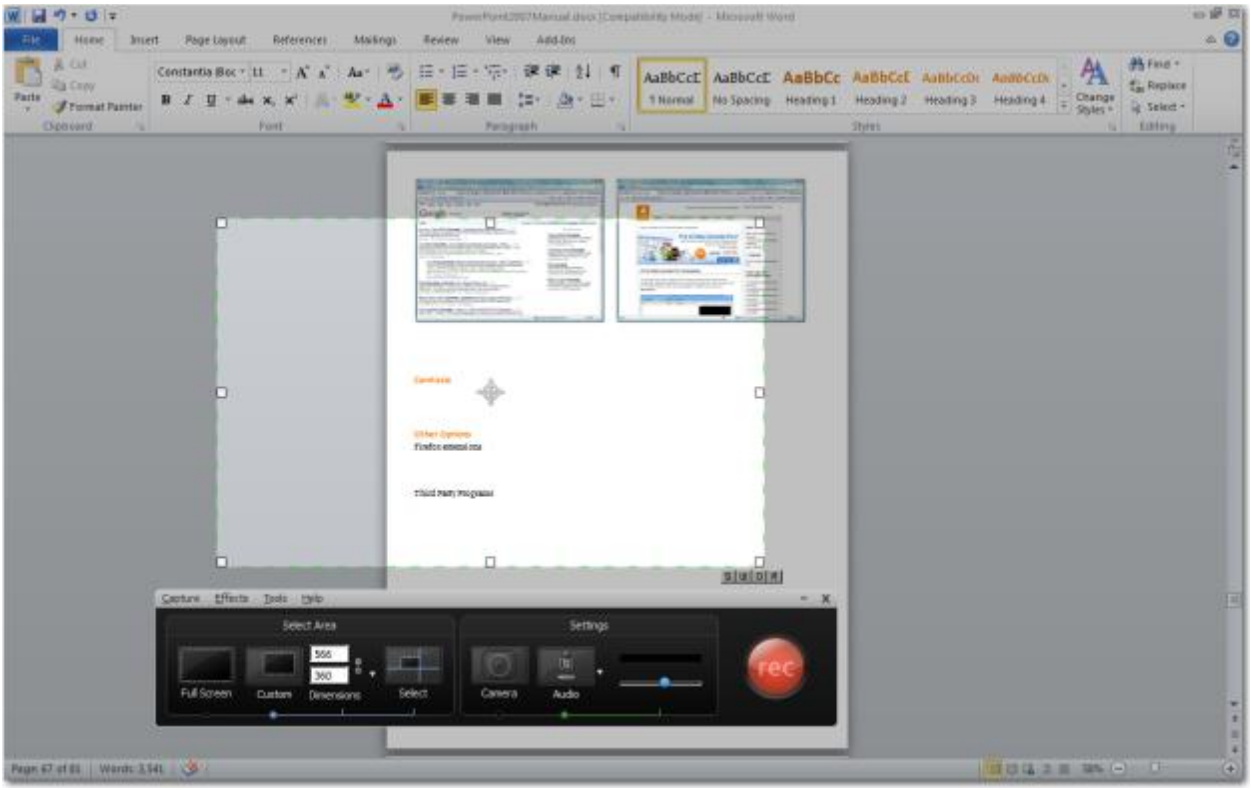

Insert Movie
Sample Videos
Search
Organize
Views
New Folder
Favorite Links
Recent Places
Desktop
Computer
Documents
Music
Pictures
Public
Recently Changed
Searches
Folders
Name
Date taken
Tags
Size
Bear
Butterfly
Lake
File name:
Movie Files (*.asf;*.asx;*.wpl;*
Tools
Open
Cancel


Microsoft Office PowerPoint
How do you want the movie to start in the slide show?
Show Help >>
Automatically
When Clicked

Butterfly on Flower

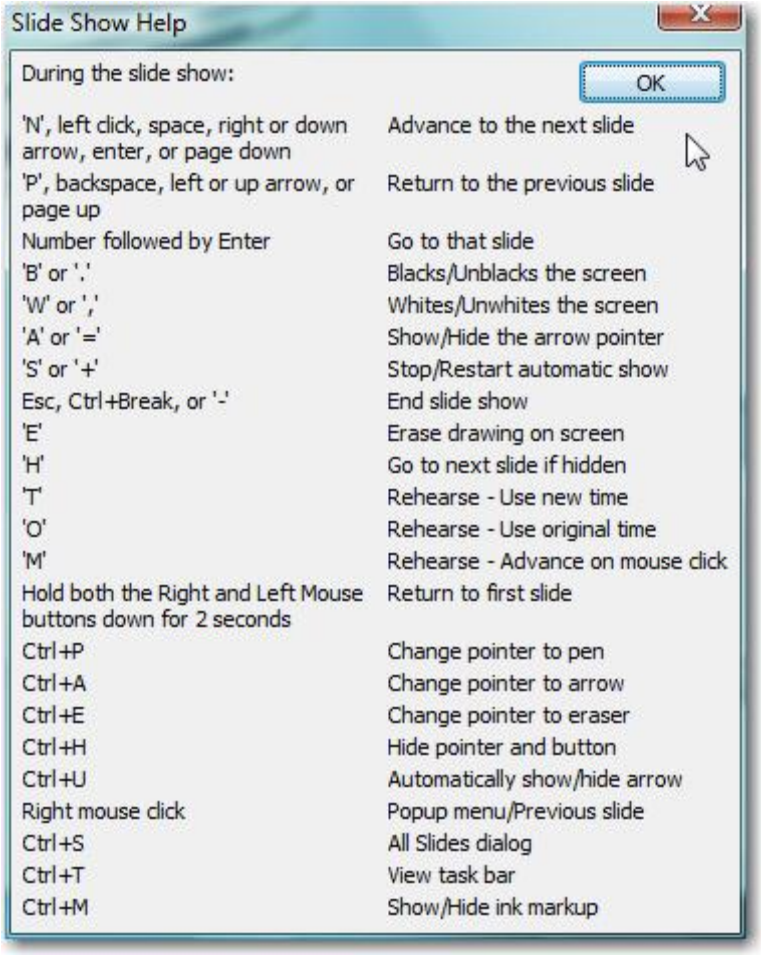

Welcome - Camtasia Studio
Camtasia Studio
TechSmith
Record the Screen
Record Voice Narration
Record PowerPoint
Import Media
Recent Projects
PoliceTechnical1.camproj
PowerPointTest1.camproj
more...
Tutorial Videos
Overview
Record
Edit
Produce
Share
more...
Show this dialog at startup
Close


Camtasia Studio - Untitled.camproj
File Edit View Play Tools Help
Task List
Clip Bin
Record the screen
Record PowerPoint
Add
Import media...
Title clips...
Voice narration...
Record camera...
Edit
Audio enhancements...
Zoom-n-Pan...
Callouts...
Transitions...
Captions...
Flash quiz and survey...
Picture-in-Picture (PIP)...
Camtasia Studio
TechSmith
0:00:00:00 / 0:00:00:00
Show Storyboard
Tracks
Apply SmartFocus
Timeline Help
Video 1
Audio 1
Ready


Select Area
Settings
Full Screen
Custom
Dimensions
Select
Camera
Audio
rec

Keyboard Shortcuts

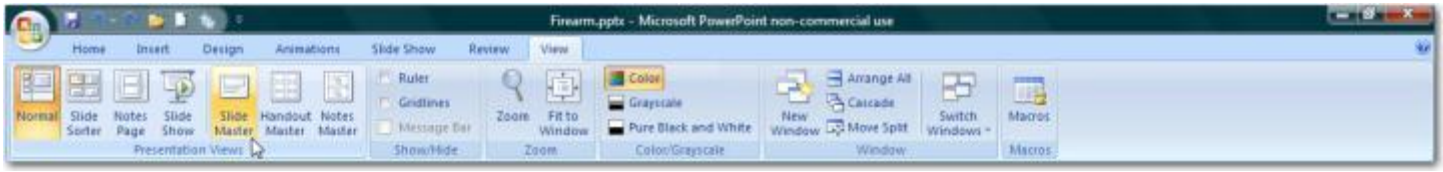
CTRL + Z	Undo
CTRL + Y	Redo
CTRL + B	Bold On/Off
CTRL + X	Cut
CTRL + C	Copy
CTRL + V	Paste
CTRL + M	New Slide
CTRL + N	New Presentation
CTRL + O	Open dialog box
CTRL + S	Save
CTRL + D	Duplicate
CTRL + R	Right justify text
CTRL + L	Left justify text
CTRL + E	Center text
CTRL + A	Select all
CTRL + P	Print dialog box

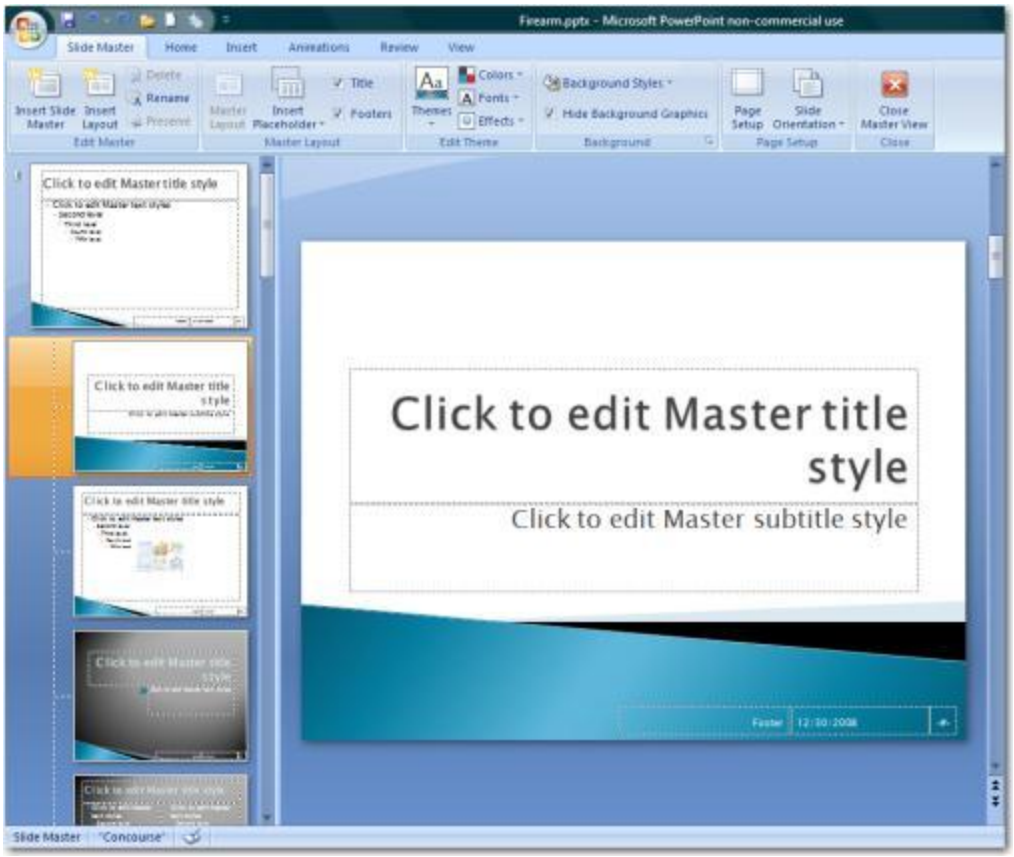


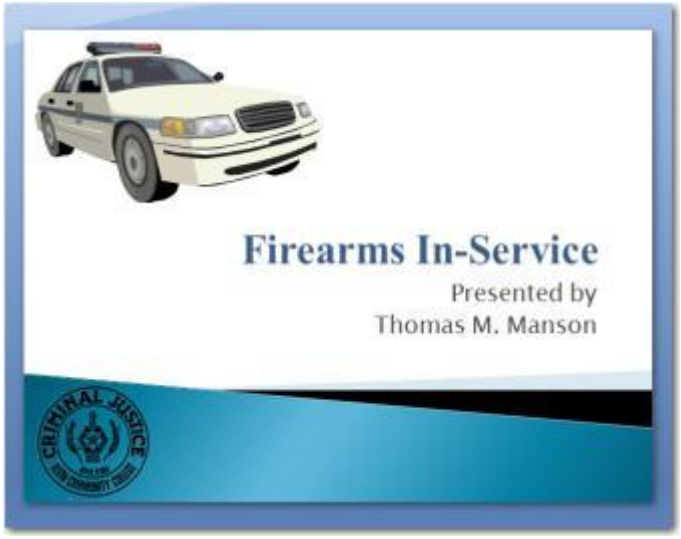
PowerPoint® 2007 Only

ALT + (another letter) Opens the entire ribbon for access

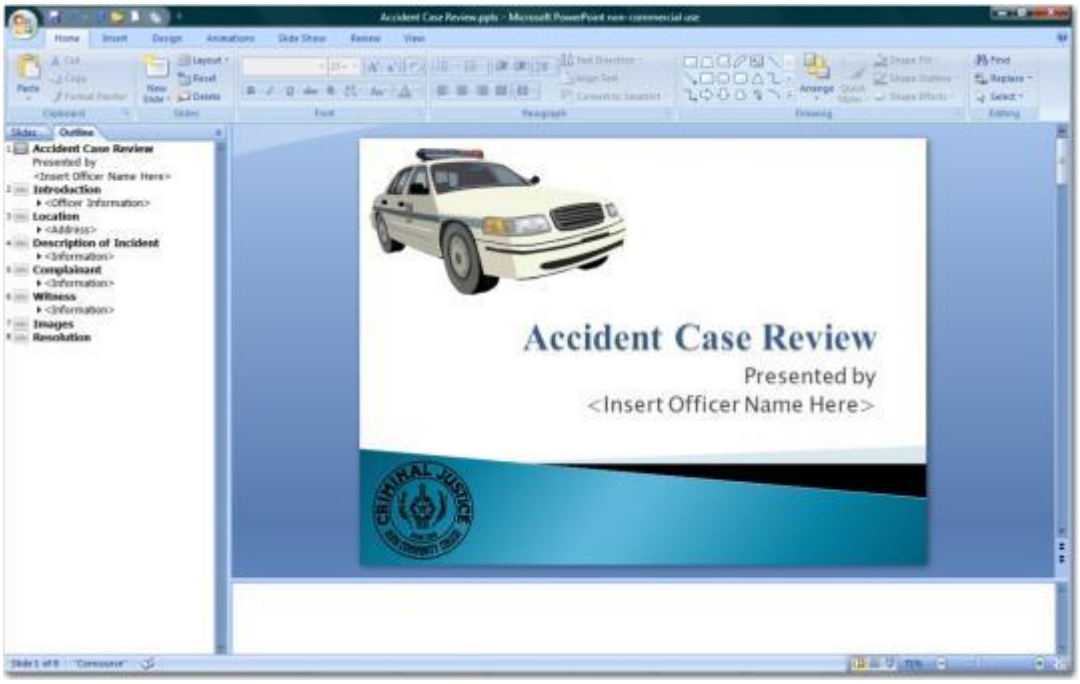
Master Slides



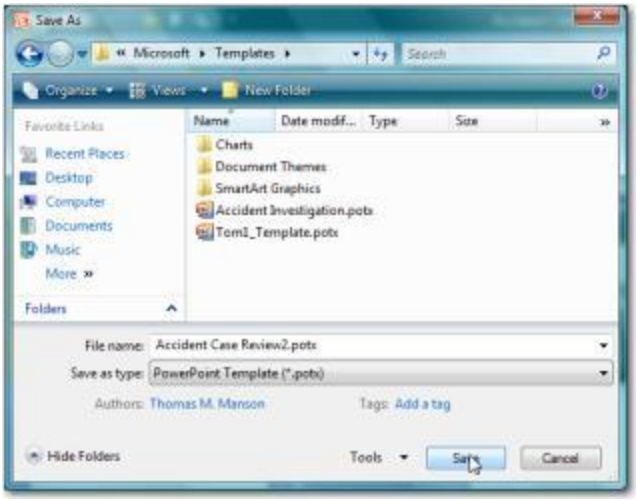




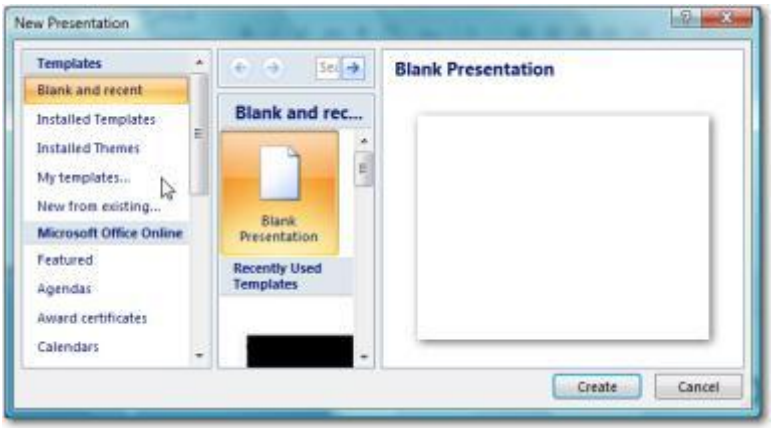
Templates

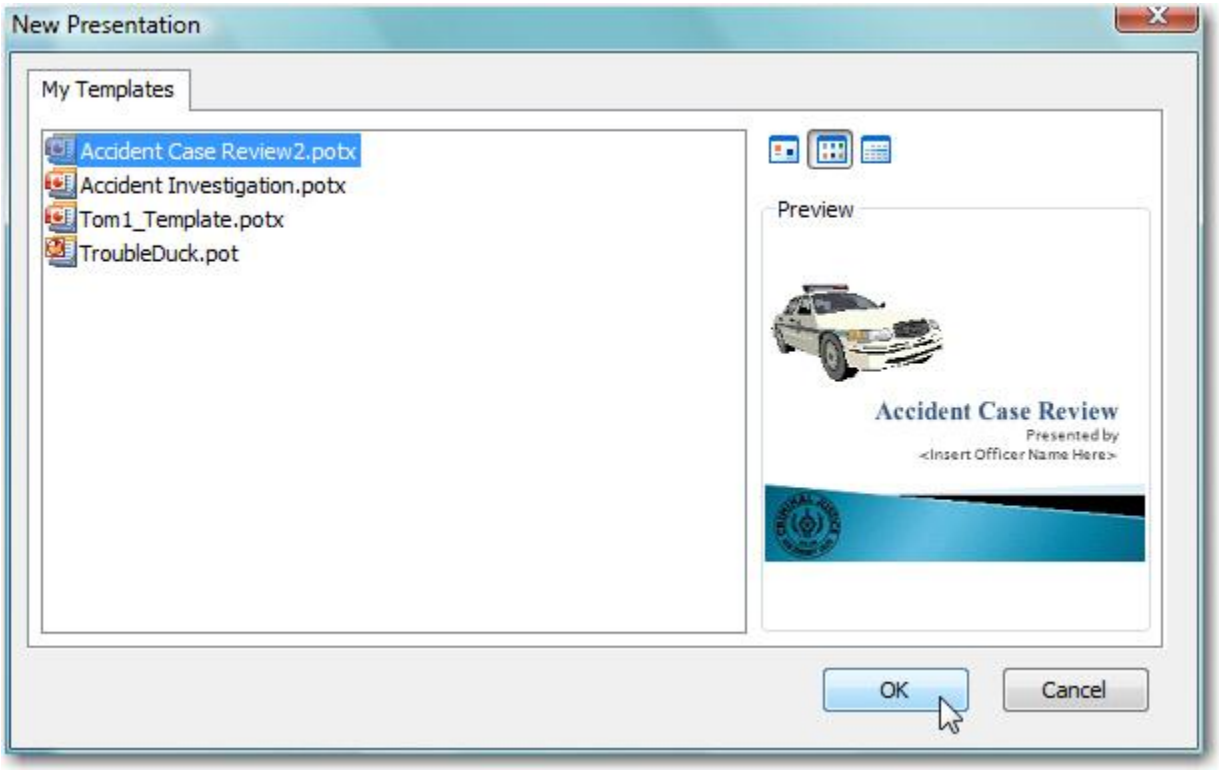

Accident Case Review
Presented by
<Insert Officer Name Here>
CRIMINAL JUSTICE

New
Open
Save
Save As
Print
Prepare
Send
Publish
Close
Save a copy of the document
PowerPoint Presentation
Save the presentation in the default file format.
PowerPoint Show
Save as a presentation that always opens in Slide Show view.
PowerPoint 97-2003 Presentation
Save a copy of the presentation that is fully compatible with PowerPoint 97-2003.
Find add-ins for other file formats
Learn about add-ins to save to other formats such as PDF or XPS.
Other Formats
Open the Save As dialog box to select from all possible file types.
PowerPoint Options
Exit PowerPoint


Save As
Microsoft ▸ Templates ▸
Search
Organize
Views
New Folder
Favorite Links
Recent Places
Desktop
Computer
Documents
Music
More »
Folders
Name
Date modif...
Type
Size
Charts
Document Themes
SmartArt Graphics
Accident Investigation.potx
Tom1_Template.potx
File name: Accident Case Review2.potx
Save as type: PowerPoint Template (*.potx)
Authors: Thomas M. Manson
Tags: Add a tag
Hide Folders
Tools
Save
Cancel

New
Open
Save
Save As
Print
Prepare
Send
Publish
Close
Recent Documents
1 Accident Case Review2.potx
2 Accident Case Review2.pptx
3 Accident Case Review.pptx
4 Firearm.pptx
5 Basic Animation.pptx
6 Animation through transition.pptx
7 JohnSutton.ppsx
8 Make Lt.ppsx
9 Make Lt.pptx
fraction4.ppt
Blue Presentation.pptx
White Presentation.pptx
Green Presentation.pptx
Splash Screen.ppsx
Firearms.ppt
Firearms.ppsx
Firearms.pptx
PowerPoint Options
Exit PowerPoint


New Presentation
Templates
Blank and recent
Installed Templates
Installed Themes
My templates...
New from existing...
Microsoft Office Online
Featured
Agendas
Award certificates
Calendars
Blank and rec...
Blank Presentation
Recently Used Templates
Blank Presentation
Create
Cancel


New Presentation
My Templates
Accident Case Review2.potx
Accident Investigation.potx
Tom1_Template.potx
TroubleDuck.pot
Preview
Accident Case Review
Presented by
<Insert Officer Name Here>
OK
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