



For the 2015 *Infographics: storytelling with data (Sept)* workshop we will be using PowerPoint to build our infographics. There are varying degrees of aptitude with PowerPoint. To level the PowerPoint skill field, NEDARC recorded several training videos. We would like for you to watch the following **8 training videos before the workshop**. The skills shown in these videos will be used throughout the Infographics Constructing session of the workshop.

- 01 yellow diamond (6:10): <https://www.youtube.com/watch?v=yItCmP5II0U>
The skill demonstrated in this session is how to use the yellow diamond to modify shapes.
- 02 recolor shapes (6:16): <https://www.youtube.com/watch?v=FwOKIeghhUO>
In this one you will learn how to recolor shape fills and outlines as well as how to copy your color format to other shapes.
- 03 Grouping function (4:56): <https://www.youtube.com/watch?v=Qmtr3GwHYso>
In this session see how to group objects as well as how to quickly duplicate objects.
- 04 Aligning Objects (7:04): https://www.youtube.com/watch?v=Gd3A_mKb-og
In this session you can see how to use all of the different built-in alignment options to make professional looking infographics and presentations.
- 05 Combining shapes/ Merging shapes (5:47): <https://www.youtube.com/watch?v=jQivinaLngY>
In this session learn about the combining shapes/merging shapes in PowerPoint.
- 06 Rotate Objects (9:23): <https://www.youtube.com/watch?v=RAuGxVBhPYI>
In this session learn about rotating objects horizontally, vertically, and custom degrees in PowerPoint 2013.
- 07 Resizing Objects (4:12): <https://www.youtube.com/watch?v=vwCPkmWz23k>
In this session learn about the resizing objects in PowerPoint using the Shift key.
- 08 Resize slide (3:30): <https://www.youtube.com/watch?v=XBA3GillXFU>
This brief session shows how to resize and make custom sizes for your slides to make infographics.

OPTIONAL TRAINING VIDEOS: The following 5 training videos will show you some advance (and totally fun!!!) skills in PowerPoint. All these skills will be demonstrated at the workshop, but we encourage you to watch them before the workshop to be able to follow along. These 5 videos are optional.

- 09 Color Matching (6:54): <https://www.youtube.com/watch?v=IBCIE3YpY-8>
The skills shown in this series are how to color match. This is an important skill to set a theme scheme as well as making sure you match your logo colors.
- 10 Drawing basic graphics (18:23): <https://www.youtube.com/watch?v=ts3vuf-15mY>
In this session you will see how you can use basic shapes to create your own custom graphics.



2015 Infographics: storytelling with data (Sept) workshop preparation checklist

- 11 Draw a Road (14:17): <https://www.youtube.com/watch?v=omgWuPPyUKA>

In this session see how to draw a road for your infographics.

- 12 Percent of a person icon (10:38): <https://www.youtube.com/watch?v=g4xm83adH08>

In this session learn how to make a percent fill for a person icon for your infographics using PowerPoint functions.

- 13 3D rotation (10:02): https://www.youtube.com/watch?v=T174_-W4hM

This session shows how to apply some 3D effects to make your graphics more interesting for your infographics and presentations.