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## **How to Convert a PDF to PowerPoint Presentation**

â€¢ Know your subject â€¢ Develop a theme â€¢ List the key concepts and points to convey â€¢ Begin to think about ways of illustrating the key points â€¢ Max of 1 slide per minute, 4 key points in 45 minute presentation. 3. Structure of presentation. The Structure â€¢ Opening â€¢ " Tell them what you are going to tell them â€¢ Body â€¢ " Tell them â€¢ Summary â€¢ " Tell them what you told them. Structure ...

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1. Be neat 2. Avoid trying to cram too much into one slide yDonâ€™t be a slave to your slides. 3. Be brief yuse keywords rather than long sentences

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### **How to Save PowerPoint 2010 Presentations as PDF Files**

The formal presentation of information is divided into two broad categories: Presentation Skills and Personal Presentation. These two aspects are interwoven and can be described as the preparation, presentation and practice of verbal and non-verbal communication. This article describes what a

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