TIDBITS

Blackboard Tip

PowerPoint Presentations and Blackboard

If you are putting an entire PowerPoint presentation that includes images in a course, you can reduce the size of that file (which reduces the download time for your students and saves you precious storage space in your Content Collection), make certain to compress all the images for web resolution following these steps:

Compress Pictures *For PowerPoint 2010*

For an individual picture:
1. Select a picture
2. From the Picture toolbar, select
Compress Picture. *(The Compress Picture dialogue box opens)*
3. Select the Compression options
4. Click **OK**

For all pictures in the file:
1. Click the File tab
2. Click Save As
3. Click Tools
4. Select Compress Pictures (Apply to only this picture option is not available).

Webinar!
Don't know a filter from a formula? This free **90-minute webinar** will orient you to Excel's features and familiarize you with some basic tasks. This webinar is for those who have little to no experience with Excel, or need a refresher on the basics. We will discuss and demonstrate:

- How to apply formats to cells and text within cells
- How to navigate an Excel spreadsheet and ribbons
- How to sort and filter data
- How to create and apply simple formulas
- Sample data and step-by-step instructions for practice will also be included.

http://www.techsoup.org/community/events-webinars

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