



# Prezi Present Fundamentals

**Course #:** P-100      **Duration:** 1 day

## Prerequisites

None.

## Details

Prezi Present is a web-based presentation application and storytelling tool that uses a single, infinite canvas instead of traditional slides. In this course, you will learn how to create non-linear presentations, zoom in and out of a visual map, create topics and subtopics, and differentiate between planets and stacks. You will also learn how to collaborate with others on Prezi presentations and share your Prezis in engaging live presentations, in simple and convenient remote presentations, and on social media.

## Software Needed

Prezi Present

## Outline

### Prezi Present Fundamentals

- **Creating a Prezi**
  - What is Prezi Present?
  - System Requirements
  - Creating a Prezi Account
  - Navigating the Dashboard
  - Installing the Prezi Present Desktop App
  - Using Templates and Themes
  - Setting Background Colors and Images
- **Designing a Prezi**
  - Structuring a Presentation
  - Understanding the Overview
  - Understanding Topic Types
  - Planets vs. Stacks
  - Adding Topics
  - Adding Subtopics
  - Reordering Topics and Subtopics
  - Editing Connectors
- **Editing a Prezi**
  - Editing a Presentation
  - Understanding the Editor
  - Deleting a Presentation

- Adding Text
- Editing Text
- Adding Images
- Editing Images
- Layering Images
- Copying and Pasting
- Using Animations
- Adding Animations
- Editing Animations
- Reviewing Your Animations
- Adding Lines and Arrows
- Editing Lines and Arrows
- Snapping
- Zooming
- Importing a PowerPoint
- Editing Imported Slides
- Editing a Topic's Presets
- Editing the Subtopic Curve
- Playing a Video

- **Presenting a Prezi**

- Presenting
- Presenting with Presenter View
- Using Presenter Notes
- Collaborating in Prezi Next
- Removing Collaborators
- Giving Commenting Rights
- Using Comments in a Presentation
- Using Comment History
- Sharing a Presentation
- Deactivating Links
- Sharing a Downloaded Presentation
- Exporting a Presentation to PDF
- Filtering Presentations
- Logging Out

- **Content Library**