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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. This course teaches you how to create non-linear presentations, zoom in and out of a visual map, create topics and subtopics, and differentiate between planets, pages, and frames. 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?
  - Understanding Present, Video, and Design
  - Navigating the Dashboard
  - Creating a Presentation with AI
  - Creating a Presentation with Templates
  - Editing a Presentation
  - The Timeline
  - Toolbars
  - Background
  - Colors
  - Text Styles
- **The Prezi Elements**
  - The Overview
  - Topic Types
  - Planets
  - Pages
  - Topic Covers
  - Managing Topics
  - Frames
  - Frame Tips

- **Content in Prezi**
  - Adding Text
  - Adding and Editing Shapes
  - Adding and Layering Images
  - Adding Videos
  - Adding and Previewing Audio
  - Adding and Editing Charts
  - Inserting PowerPoint
  - Adding a PDF
  - Inserting Story Blocks
  - Adding and Managing Animations
  - My Library
- **Presenting and Sharing Prezi**
  - Setting a Starting Point
  - Presenting a Presentation
  - Sharing a Presentation
  - Trackable Links
  - Deactivating Trackable Links
  - Sharing a Downloaded Presentation
  - Exporting to PDF
- **Collaborating in Prezi**
  - Collaborating on a Presentation
  - Commenting