

PowerPoint

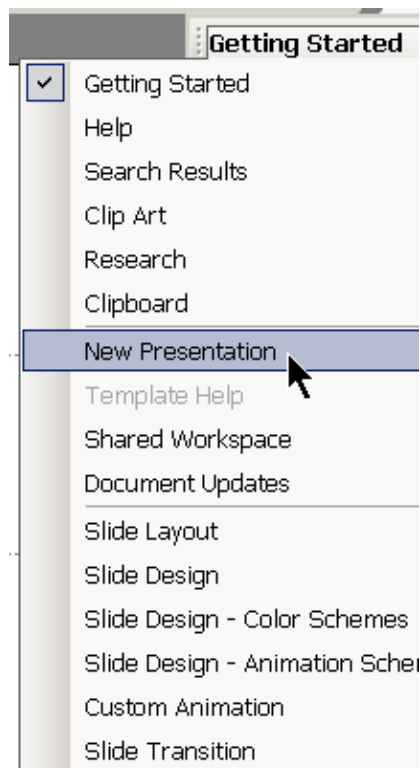
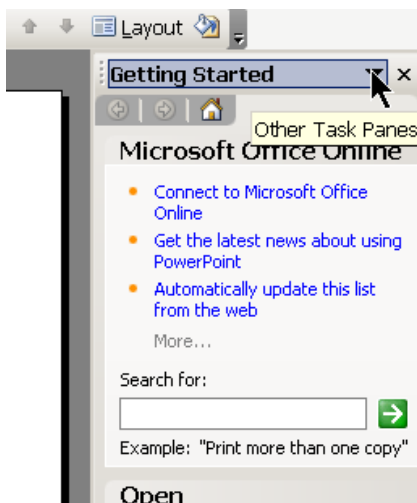
Introduction

For more efficient use of the toolbars arrange the standard and formatting toolbar on two separate rows



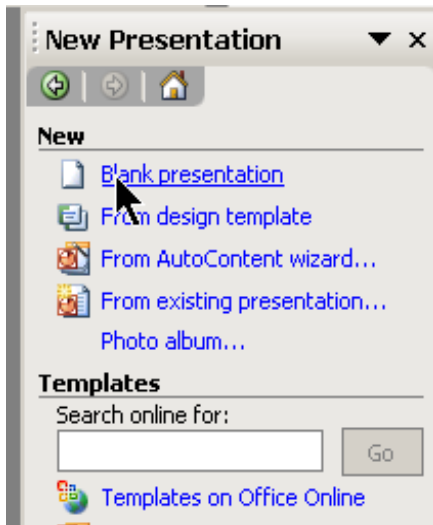
Creating a presentation

The Getting Started task pane will provide a drop-down menu of choices in creating your presentation. Selecting "New Presentation" will allow you to select the format from which you will create your presentation.



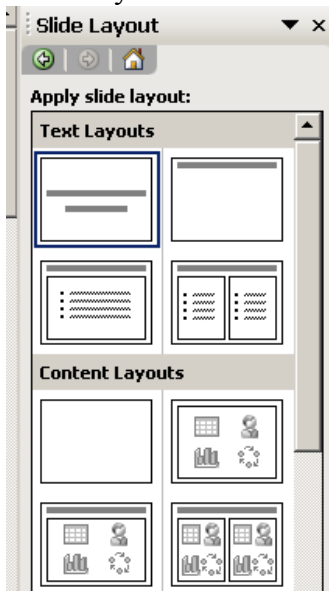
Getting Started

“New Presentation” gives options on how to begin. “From AutoContent wizard...” will get you started by providing ideas and an organization for your presentation. ‘Blank presentation’ will start you with a single slide and a white background allowing you to add your own effects later.

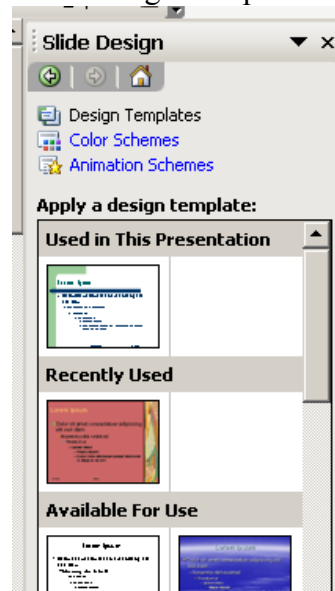


“Blank presentation” will allow you to select :

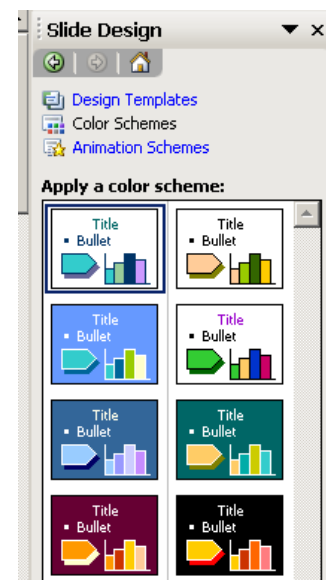
Slide Layout



Slide Design Templates



Slide Color Schemes



Slide Layout – Scroll through slide layout pane to view layouts and click to make selection.

Slide Design Templates– Scroll through slide layout pane to view designs and click to make selection.

Slide Design Color Schemes – Scroll though slide layout to view and select color scheme for selected slide design.

Placeholders and Text & Content Areas

Placeholders are boxes that display when a new slide is created.

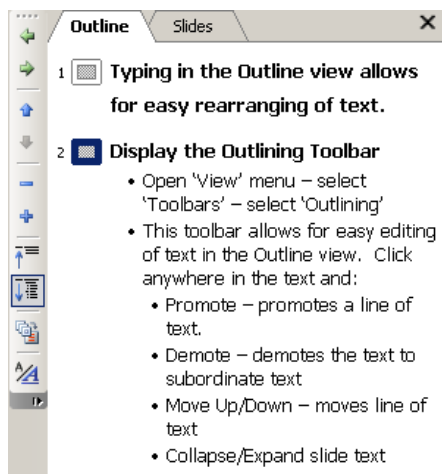
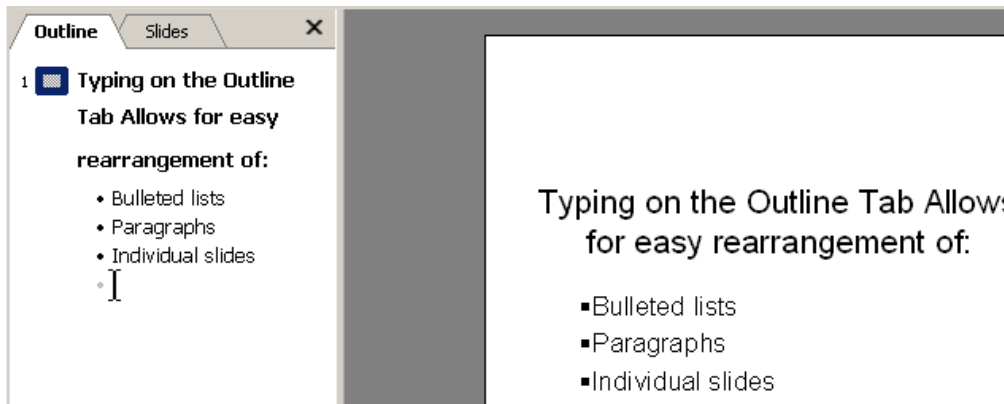
Text and content areas are boxes outlined by a dotted line.



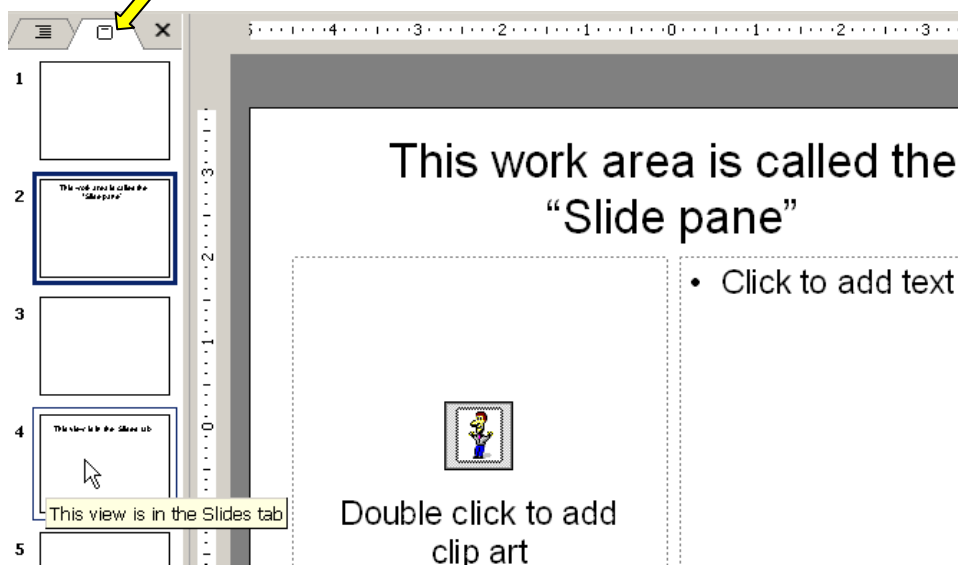
Enter text/pictures/charts/tables/diagrams into a PowerPoint presentation.

Text can be entered on the outline tab or directly in the placeholder. Click new slide button on formatting toolbar or “Insert” – “New Slide” and then click a layout for additional slides.

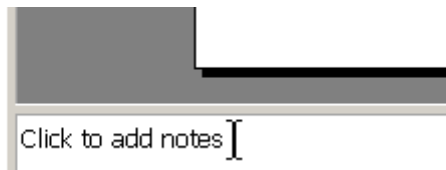
You can type text of the presentation in the Outline tab which allows you to focus on the main point and subpoints you want to convey. Normal view is displayed with Outline. Or you can enter text, graphics, animations, and hyperlinks directly on the slide.



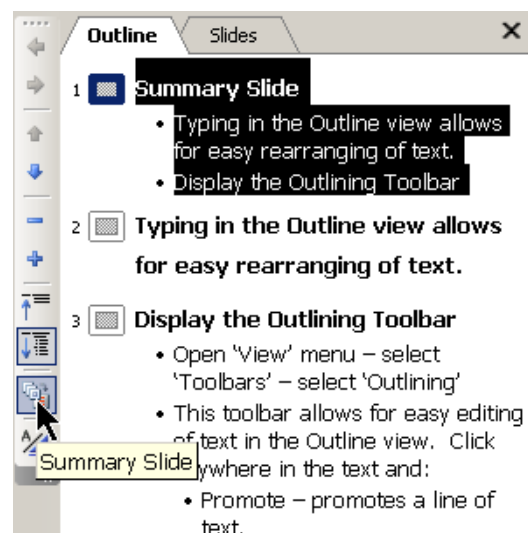
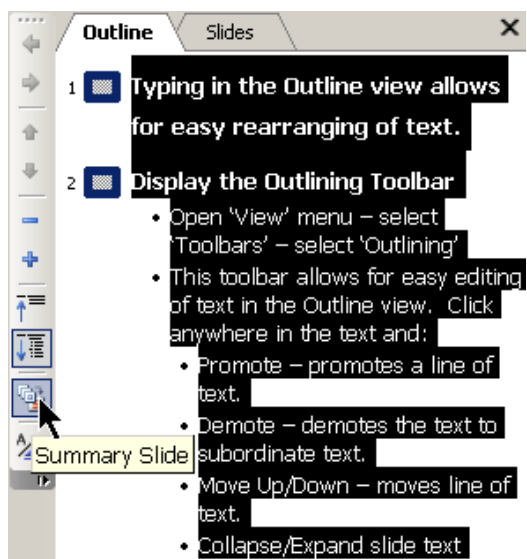
In the “Slides tab”, click the slide you want to view.



The notes pane on the bottom of the slides display is where your notes can be typed that will be used as part of the presentation (this will not be viewable as part of the presentation).



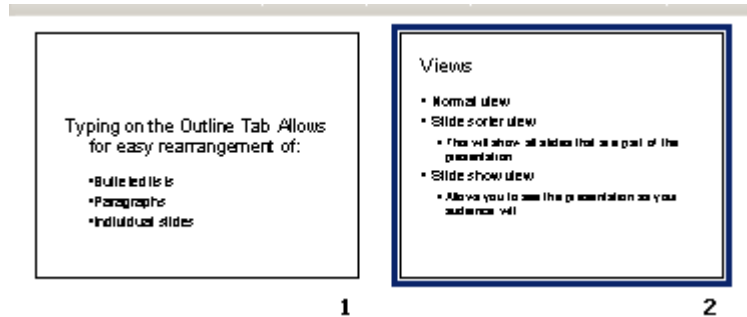
Another option available on the Outlining Toolbar is the creation of a summary slide. The summary slide shows the title of all slides that will be used in the PowerPoint presentation. This slide is often used at the beginning of a presentation to inform the audience of what the presentation is about. To create this slide, all text in the Outline tab must be highlighted and then click the “Summary Slide”.



Views

Slide sorter view

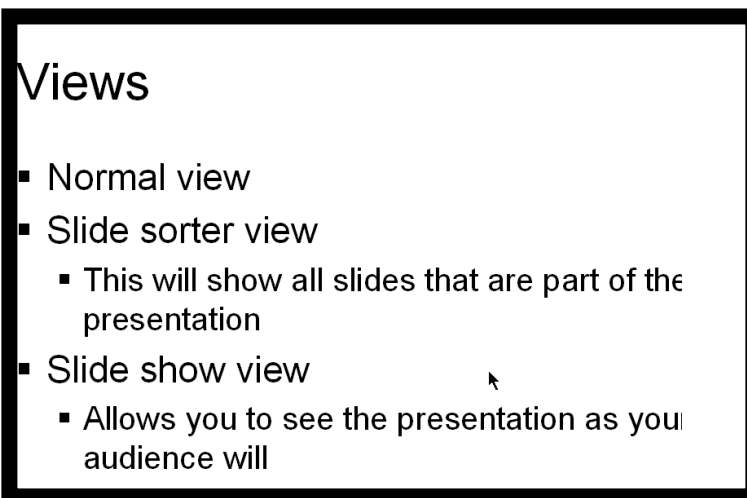
Allows viewing of all slides simultaneously and allows for easy rearrangement of slides.

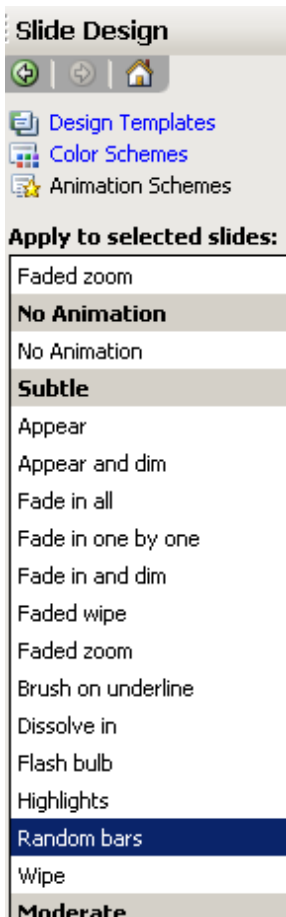


The slide sorter view allows the adjustment timings and transitions to switch from one slide to the next in a presentation. You can preview the timing and transitions of each slide in this view.

Slide show view

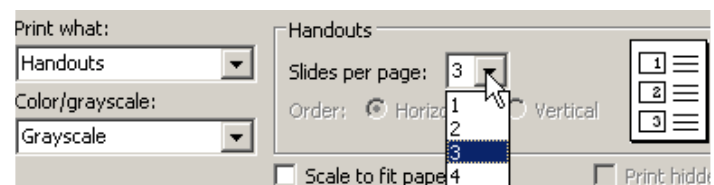
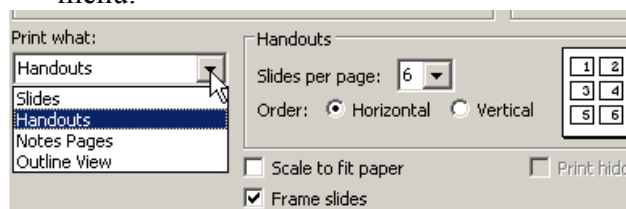
Fills the entire screen allowing the view to be that which your audience will view.





Remember the purpose of the presentation is to present information and listed below are some helpful hints:

- Do not give PowerPoint center stage.
- Allow your PowerPoint presentation to flow and limit flashy transitions and animations.
- Ensure that the PowerPoint presentation can be read by people in the back of the room. A font size of 26 or larger is recommended.
- Prepare handouts to be distributed after the presentation and announce this at the beginning to allow audience to listen instead of take notes. To print handouts/notes pages/slides click “File” then “Print” and this will open up a box to allow you to select what to print as a handout. Open up the “Print what” drop-down menu and select your print preference. When selecting “handouts” note lines will be available when selecting “3” in the “Slides per page” drop-down menu.



- Keep it simple! Limit the number of slides. Avoid paragraphs and limit the number of bullets to 6 on each slide. Bullets should have no more than 6 words. Some suggest only 6 words per slide.
- Have a Plan B in the case of technological disaster.