PowerPoint Presentations

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An effective presentation:

- **Is not too long** – nobody ever complained a talk was too short
- **Involves the audience** – they will not only remember but understand
- **Uses pictures instead of words** – increases message retention five fold
- **Entertains the eyes as well as the mind** – pretty pictures capture and maintain interest

An effective presenter:

- **Lives with the fear** – everyone gets nervous, deal with it
- **Maintains good eye contact** – people won't listen to the top of your head
- **Does not read** – memorise the key points, it's much more natural
- **Avoids jargon** – if you make the audience feel dumb they will switch off
- **Prepares** – "If you fail to prepare, you prepare to fail"

Technical Workshop

Preliminaries

- As part of the workshop you will need a JPEG image and an MPEG movie they are available for download at
  http://www.mas.ncl.ac.uk/~n0072132/public/PowerPoint/
- Right click on each file name and select save target as
- Save them in the folder you intend to save your PowerPoint work in

Opening PowerPoint

On Desktop

- Click Start ⟹ Programs ⟹ Microsoft Office ⟹ PowerPoint

In RAS

- In Internet Explorer go to ras.ncl.ac.uk
- Log in using your windows password
- Click Office 2003
- Click Powerpoint 2003

Technical Outline

- Setting up your presentation
  - Background
  - Colour Scheme
  - Slide type

Technical Outline

- Setting up your presentation
- Inserting Objects
    - Pictures/Clip art
    - Text Boxes
    - Movies

Technical Outline

- Setting up your presentation
- Inserting Objects
- Custom Animation
    - Entrance / Emphasis / Exit
    - Slide Transition
    - Auto Slide Change

Technical Outline

- Setting up your presentation
- Inserting Objects
- Custom Animation
- Death By PowerPoint
  - What not to do

Technical Outline

- Setting up your presentation
- Inserting Objects
- Custom Animation
- Death By PowerPoint
- Good PowerPoint practice
  - Text size
  - Style

Setting up your presentation

- Choose a background
  - Pattern and background "style" only
- Colour Scheme
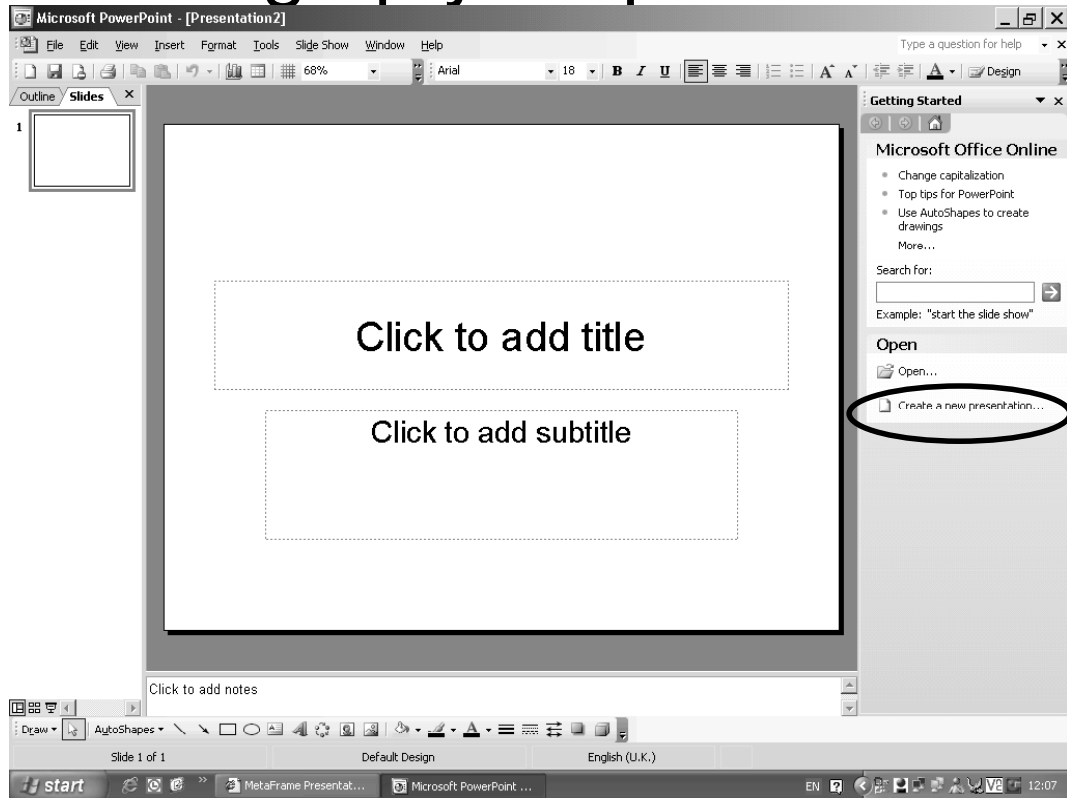 - Title colour
  - Main text colour
- Choosing Slide types
  - Bullets
  - Titles
  - Pictures

Setting up your presentation

- Choose a background
  - Pattern and background "style" only
  - This should apply to all slides in a presentation
  - Often a speaker uses the same style in ALL of their talks. This allows that style to be associated with them and aids the association of material between talks
  - Select either dark or light background it makes text easier to colour

Setting up your presentation

Click Create a new presentation
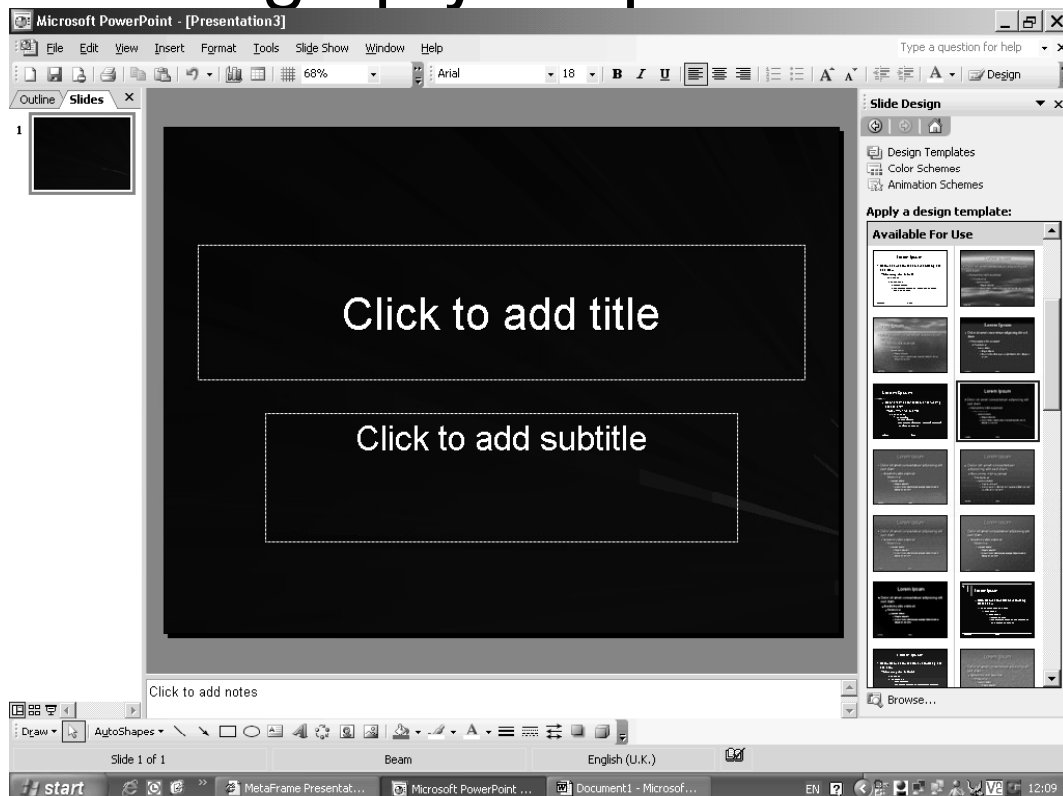
Setting up your presentation
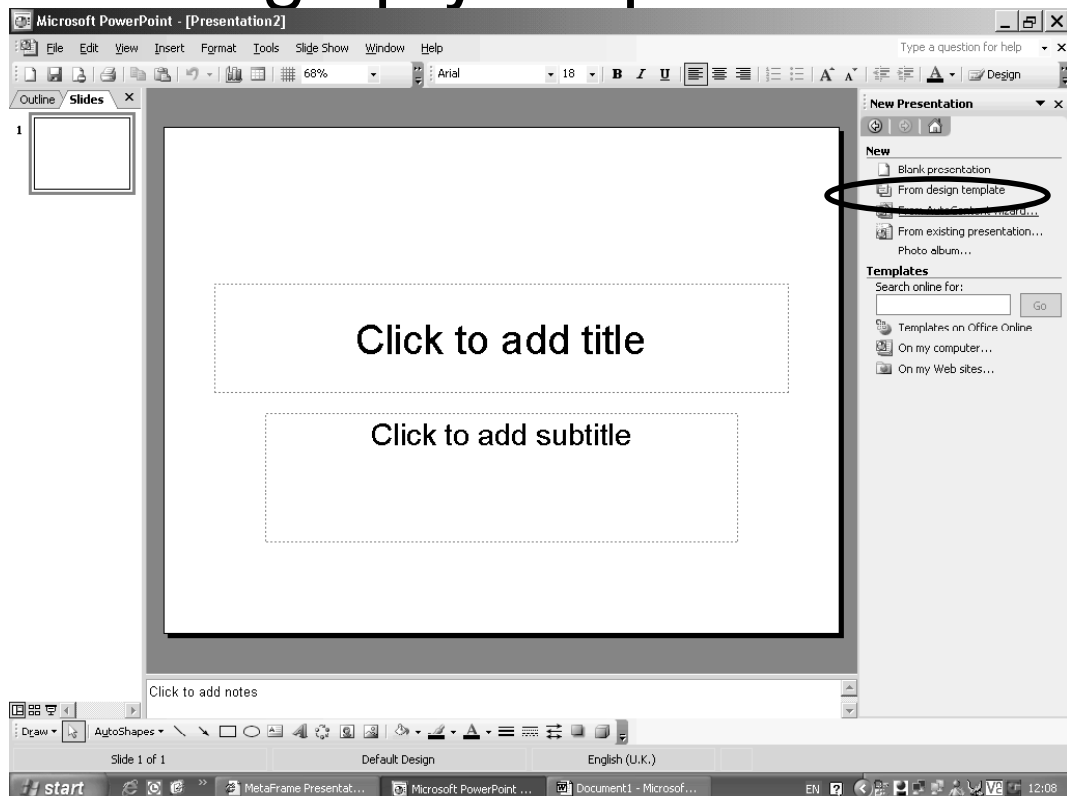
Click From design template

Setting up your presentation
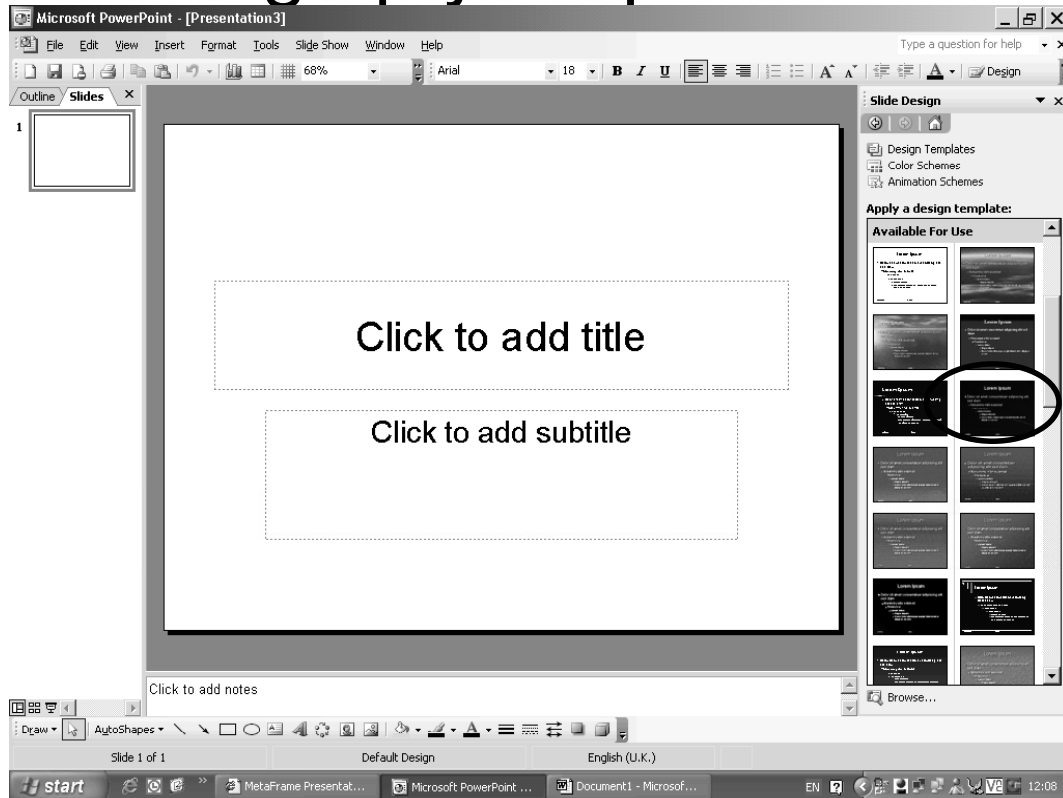
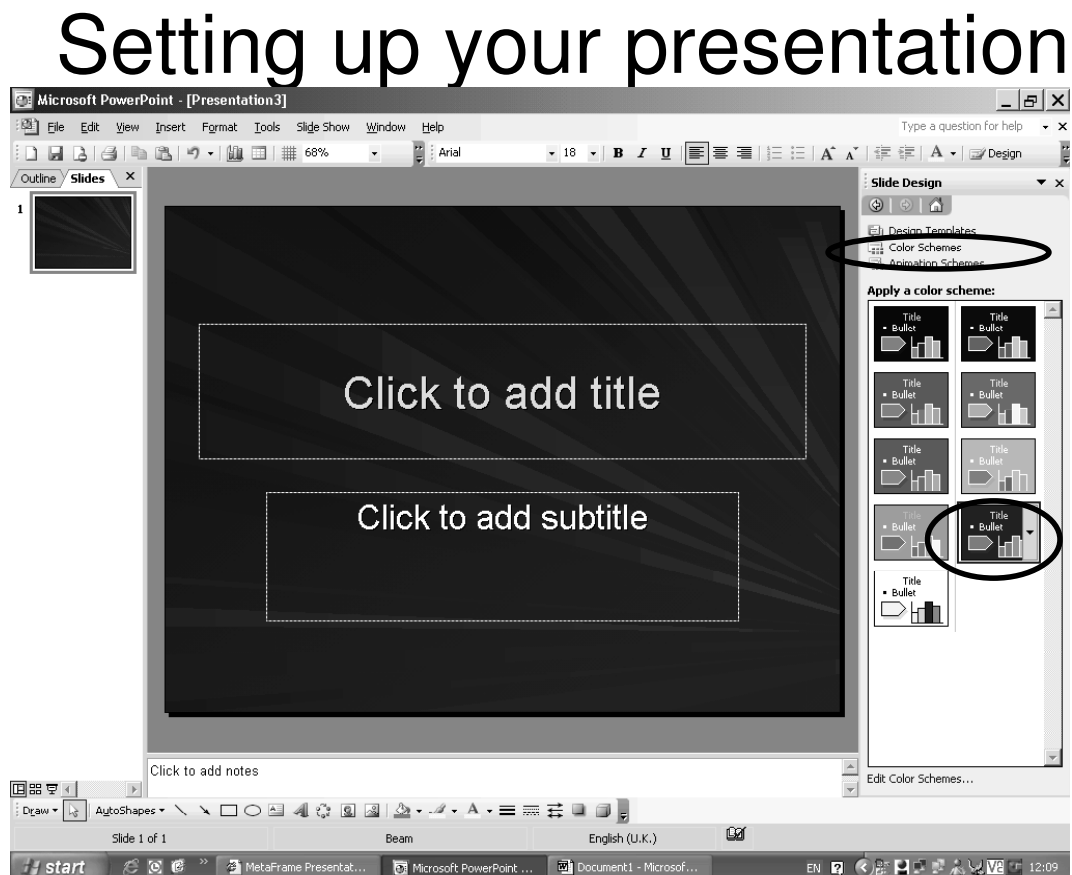Click your chosen background style

Setting up your presentation

Add a title and subtitle as instructed on screen

Setting up your presentation

■ Colour Scheme
- – When selecting a scheme ensure the title colour is bold and eye catching
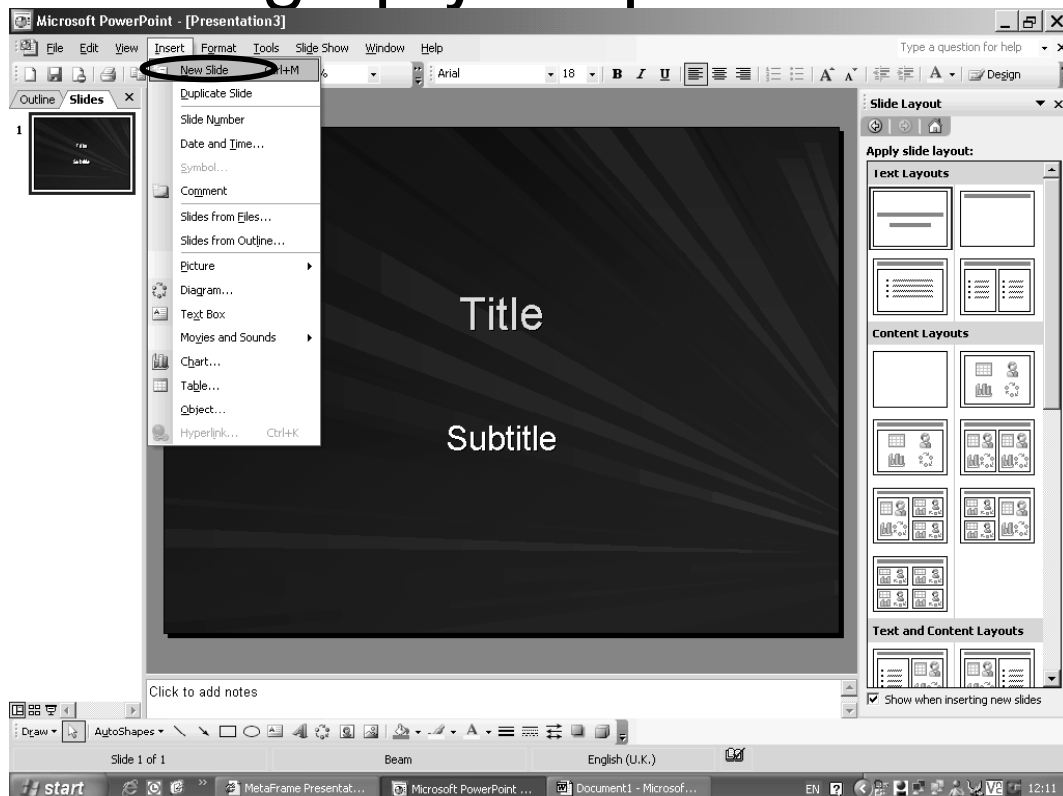- – Main text colour should be easily legible on all areas of the slide

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Setting up your presentation

Click Color Schemes ⟹ your chosen scheme

Setting up your presentation

- Choosing Slide types
  - Bullets
  - Titles
  - Pictures
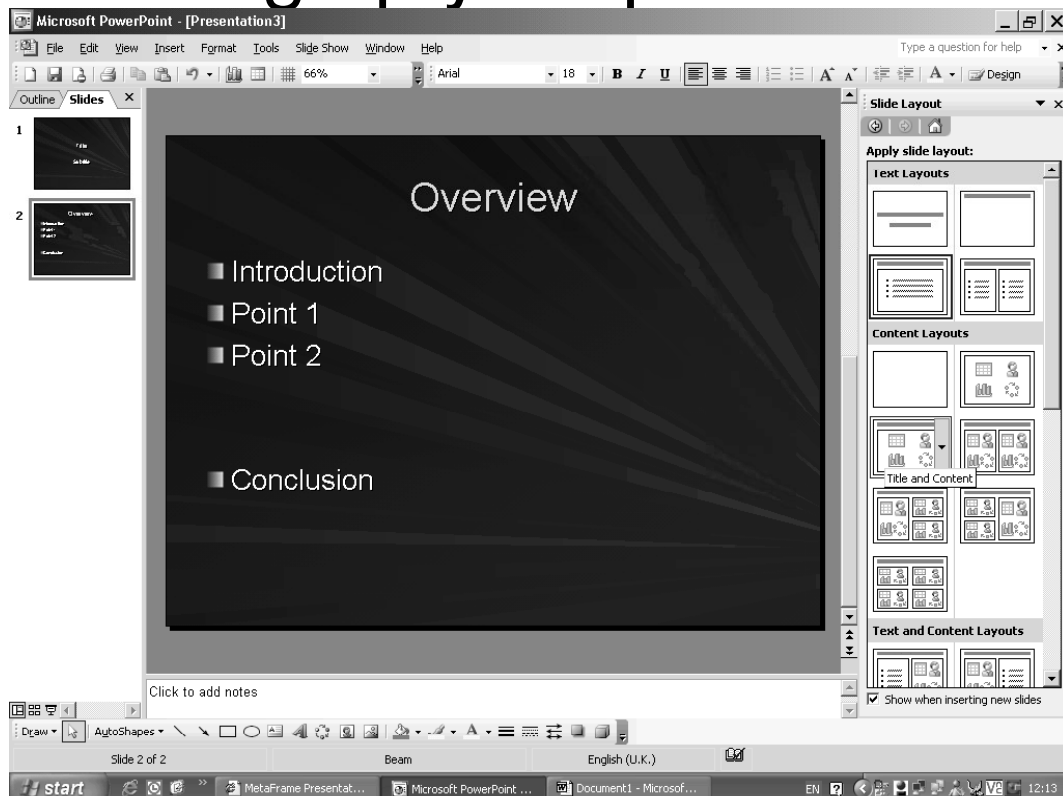
Setting up your presentation

Click Insert ⟹ New Slide

Setting up your presentation
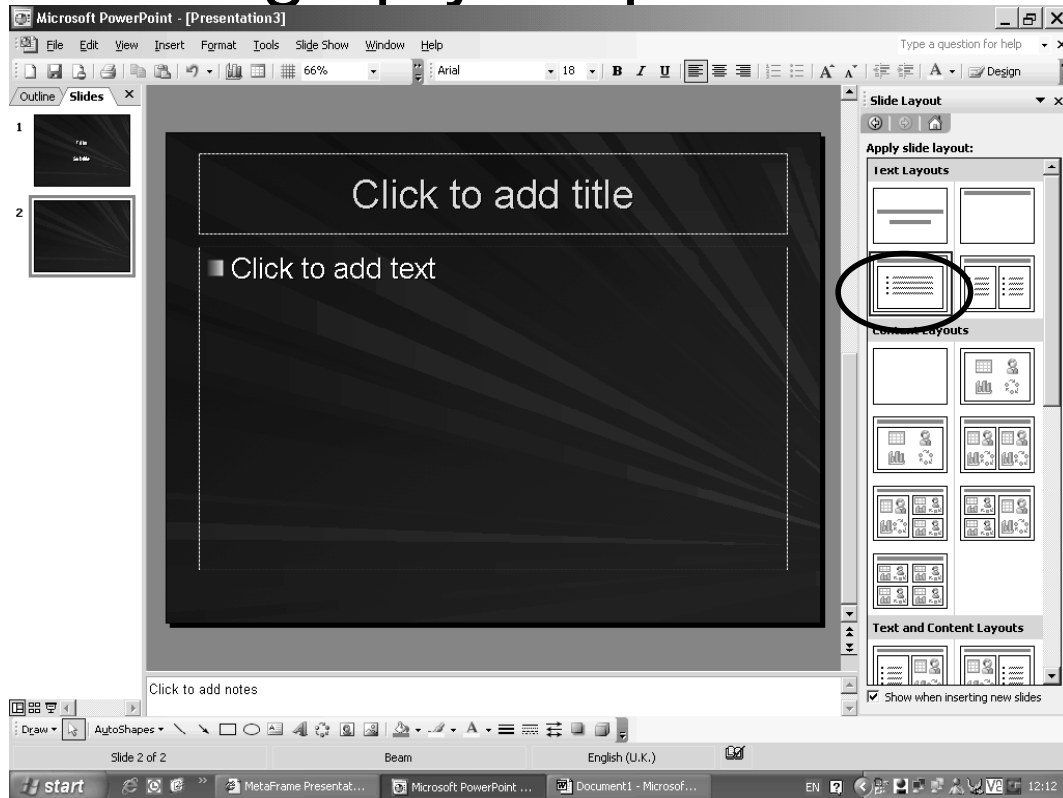
Click slide with title and bullets

Setting up your presentation

Populate Slide as instructed on screen

Have you saved?????

As soon as you have anything worth saving SAVE IT!

Click File

Click Save As

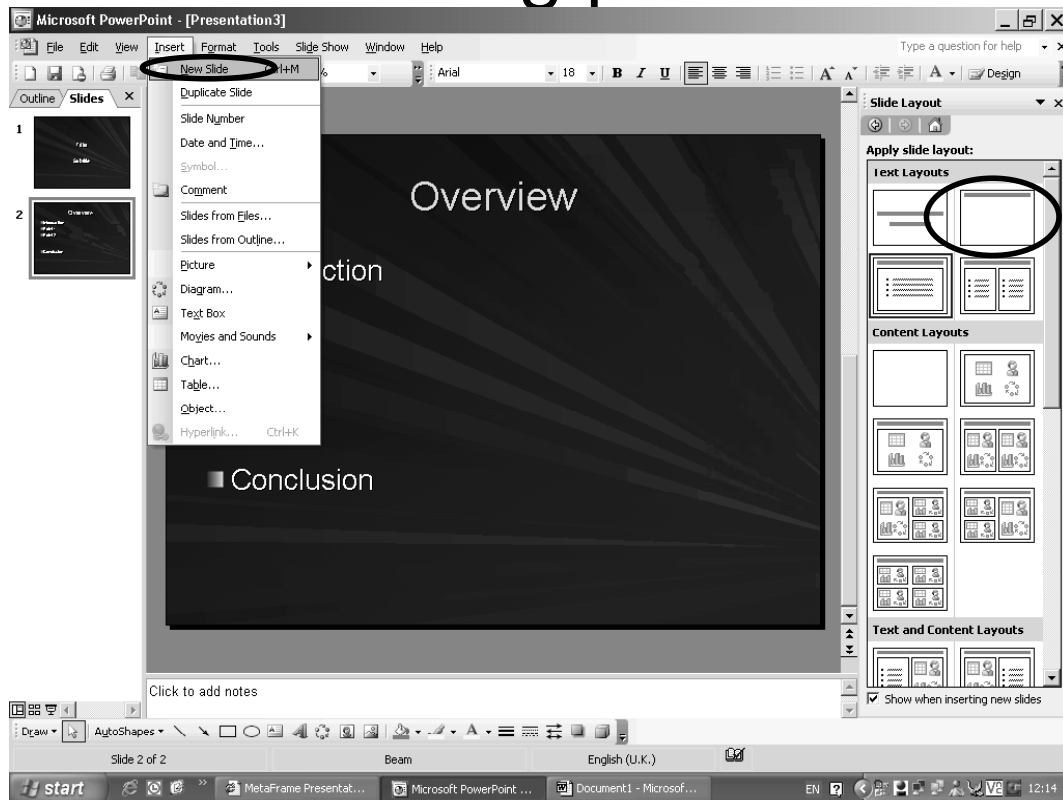Select an appropriate location

Insert an appropriate file name

Click Save
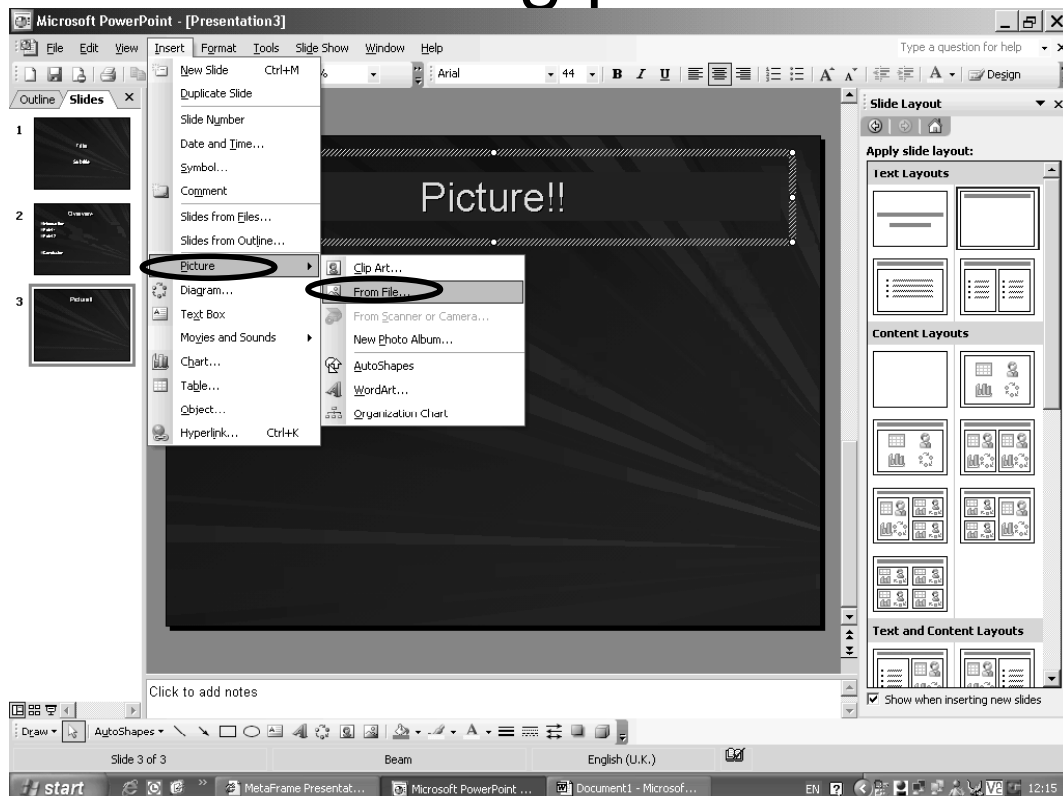
Do this every 5 minutes!!!

Inserting objects

- How to insert pictures
  - JPEG/Gif/BMP
  - Clip art
- Including mpeg movies
  - Size?

Inserting pictures

Click Insert ⟹ New Slide ⟹ Choose Slide type

Inserting pictures

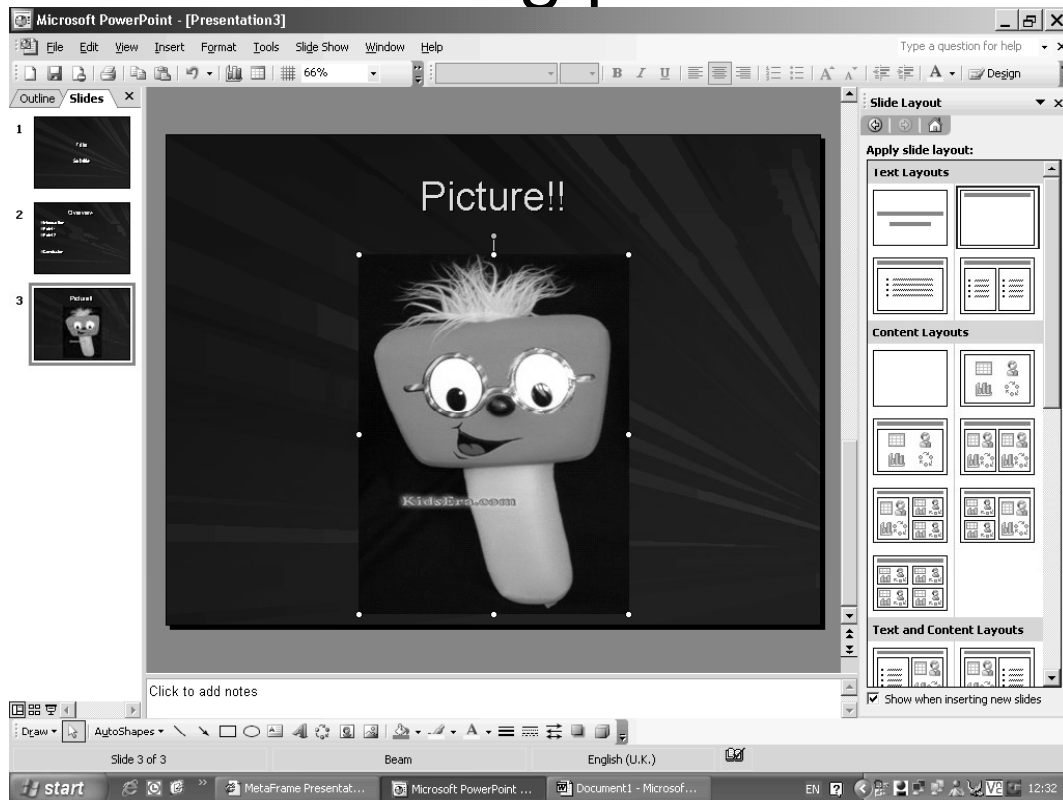## Click Insert ⟹ Picture ⟹ From File

Inserting pictures

Select Picture1.jpg ⟹ Click Insert

Inserting pictures

Click and drag a white circle to resize Pinky!
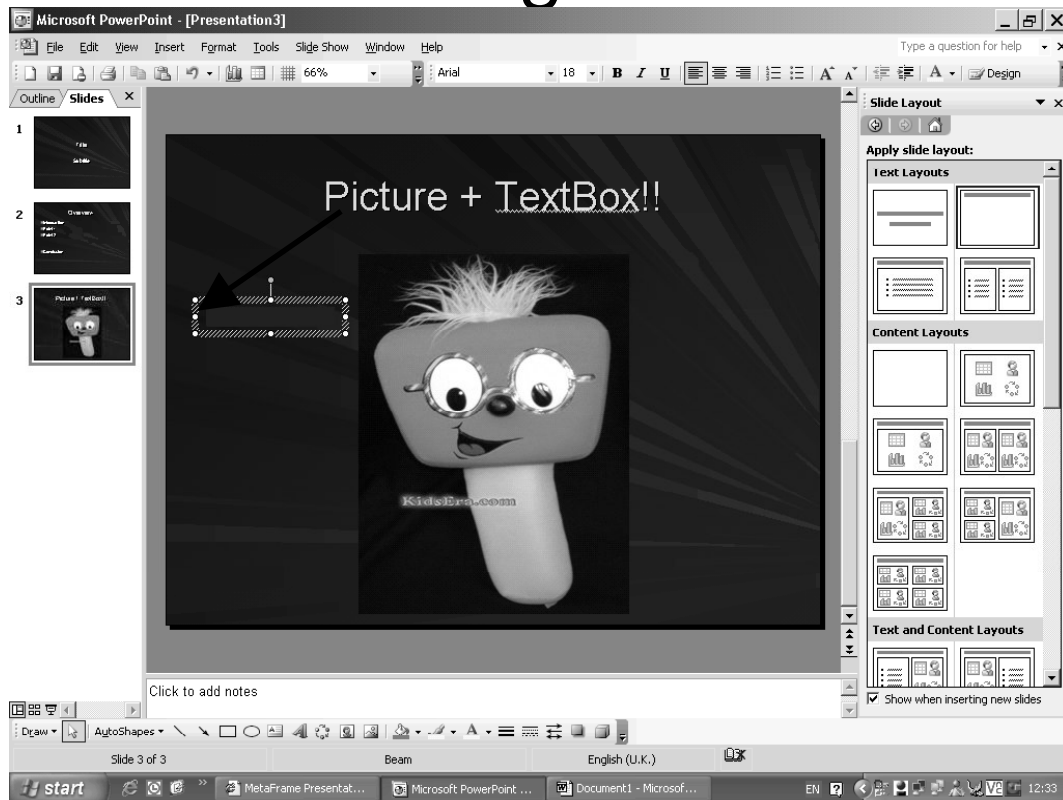
Inserting pictures

You should have something like this now!!
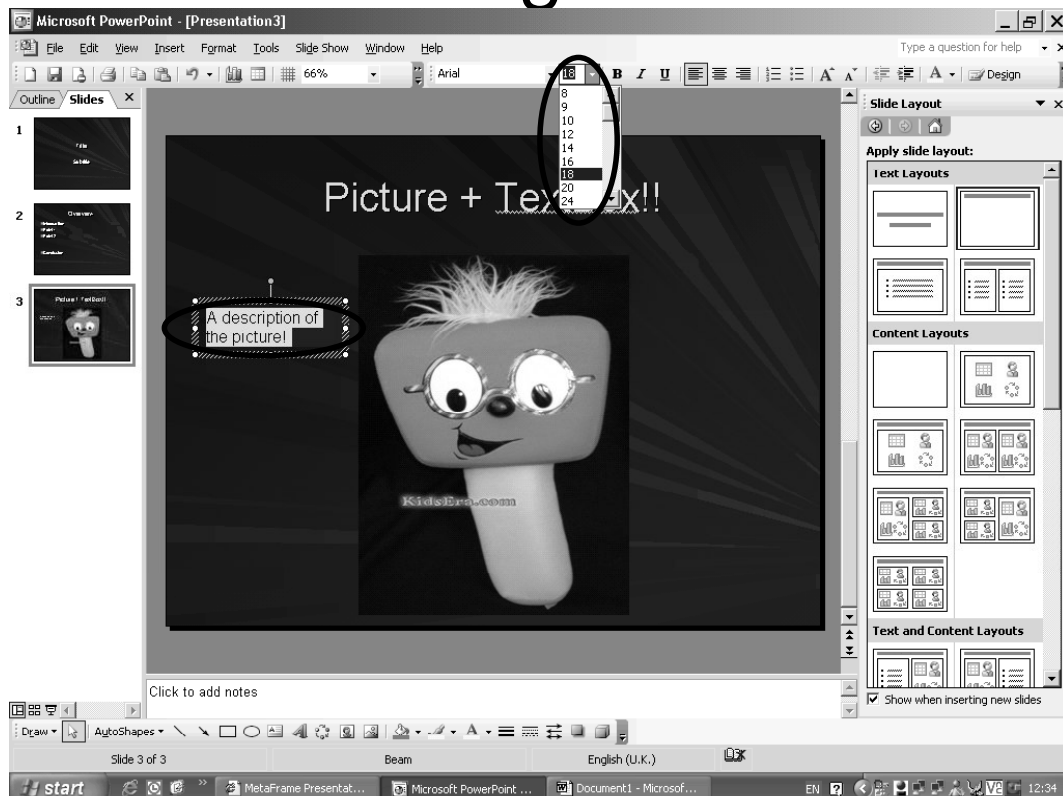
Inserting text box

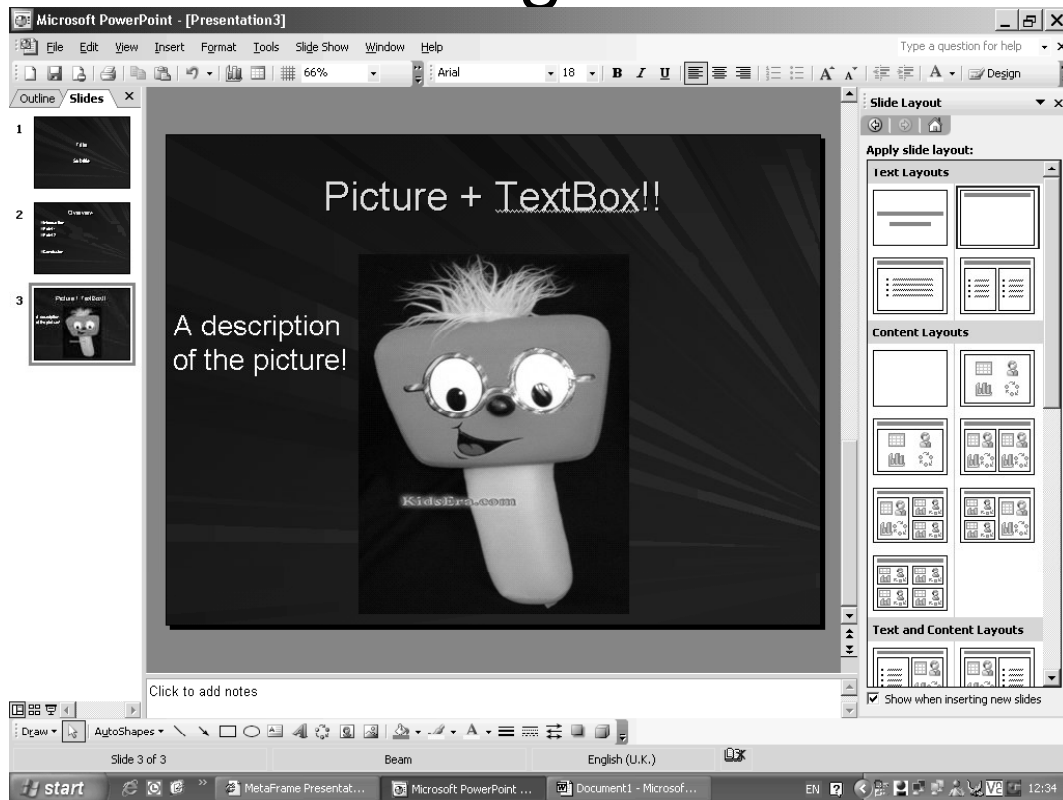
Label Pinky: Click Insert ⟹ Text Box

Inserting text box

Click and drag to locate the text box

Inserting text box

Type text ⟶ highlight ⟶ change text size

Inserting text box

You should have a labelled Pinky now!

Inserting other objects

- Clip Art – exactly as pictures:
  - Click Insert ⟹ Picture ⟹ Clip Art
- Equations, BMP files etc.
  - As before click insert
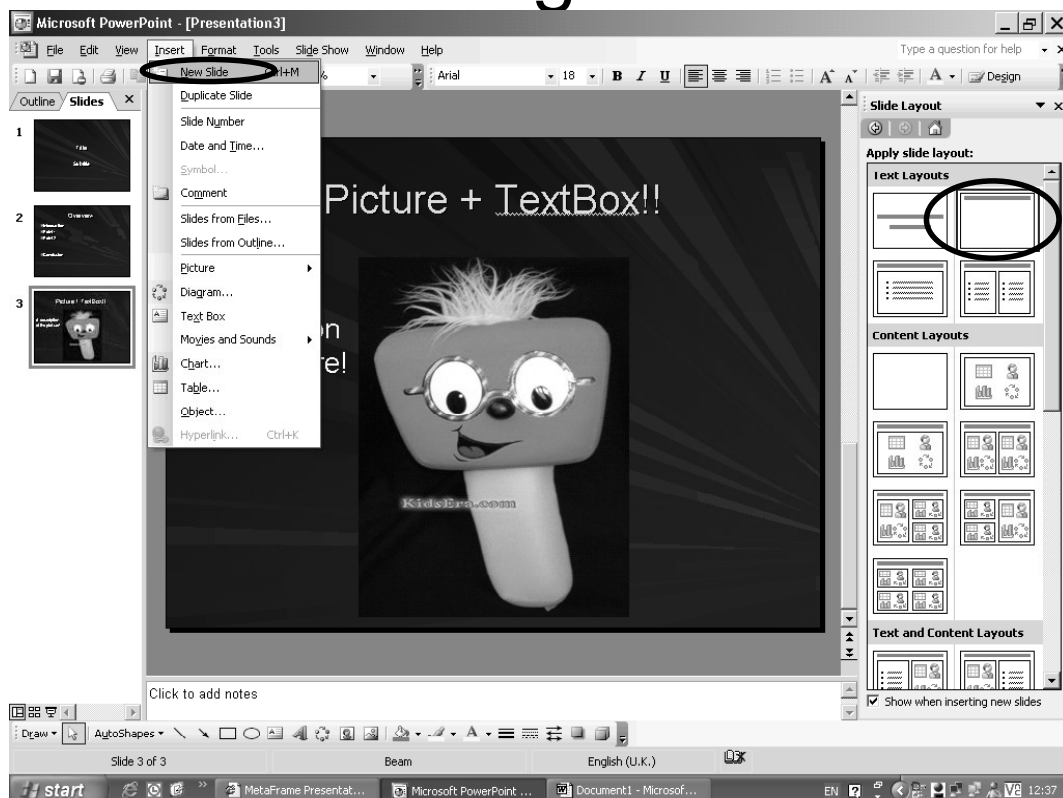 - Click object
  - Select appropriate option in list

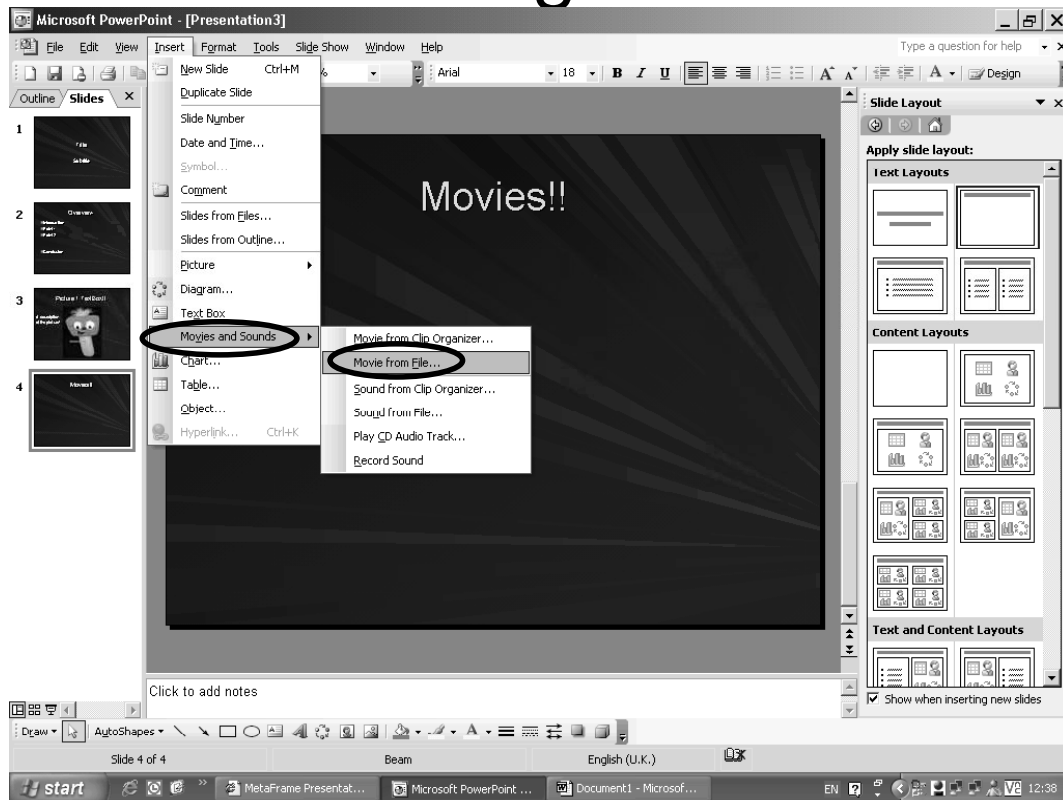# Inserting Objects

- Inserting movies (mpeg)
  - Size?
    - The larger the .mpg file the more likely it is to cause problems in your talk
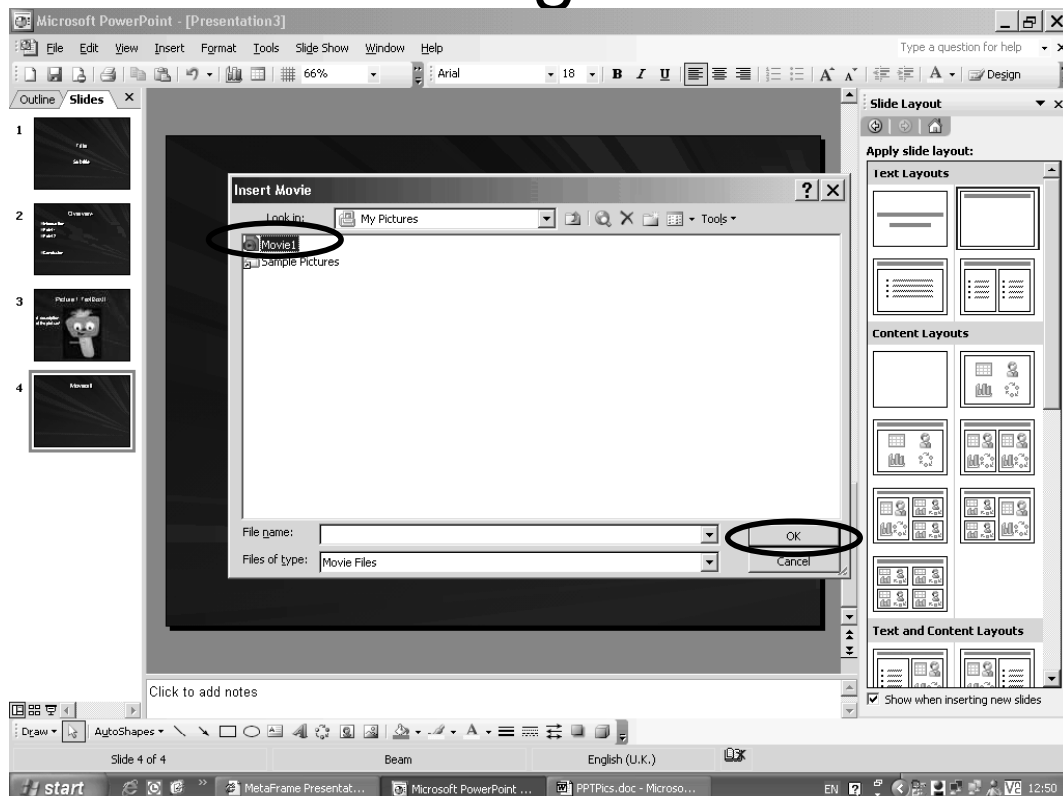   - Very pixelated movies look unprofessional (see example!!)

Inserting movies

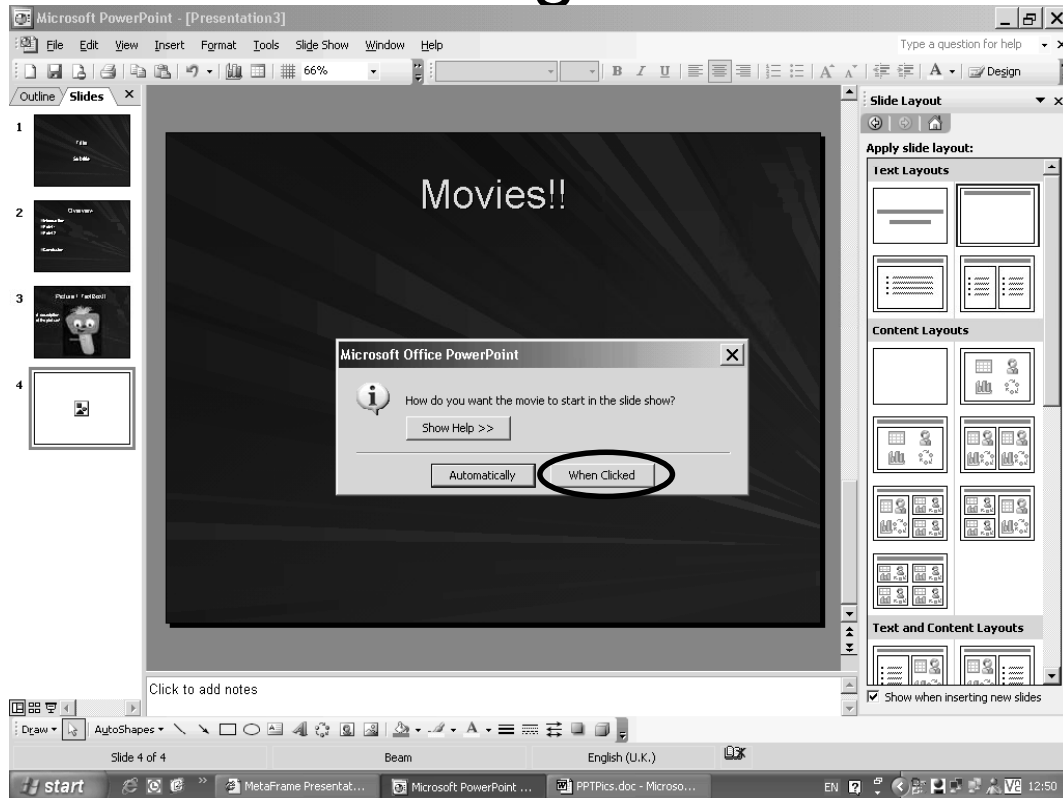Click Insert ⟹ New Slide ⟹ Choose type

Inserting movies

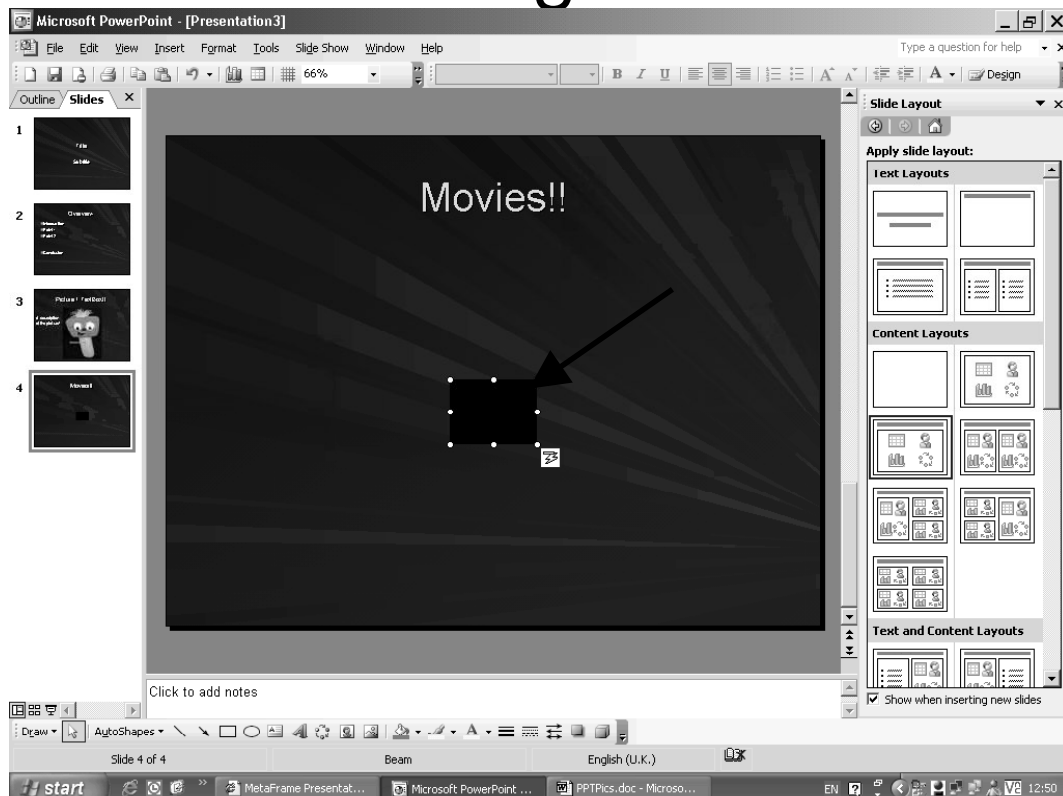Click Insert ⟹ Movie ⟹ From File

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Inserting movies

Select Movie1 ⟹ click ok

Inserting movies
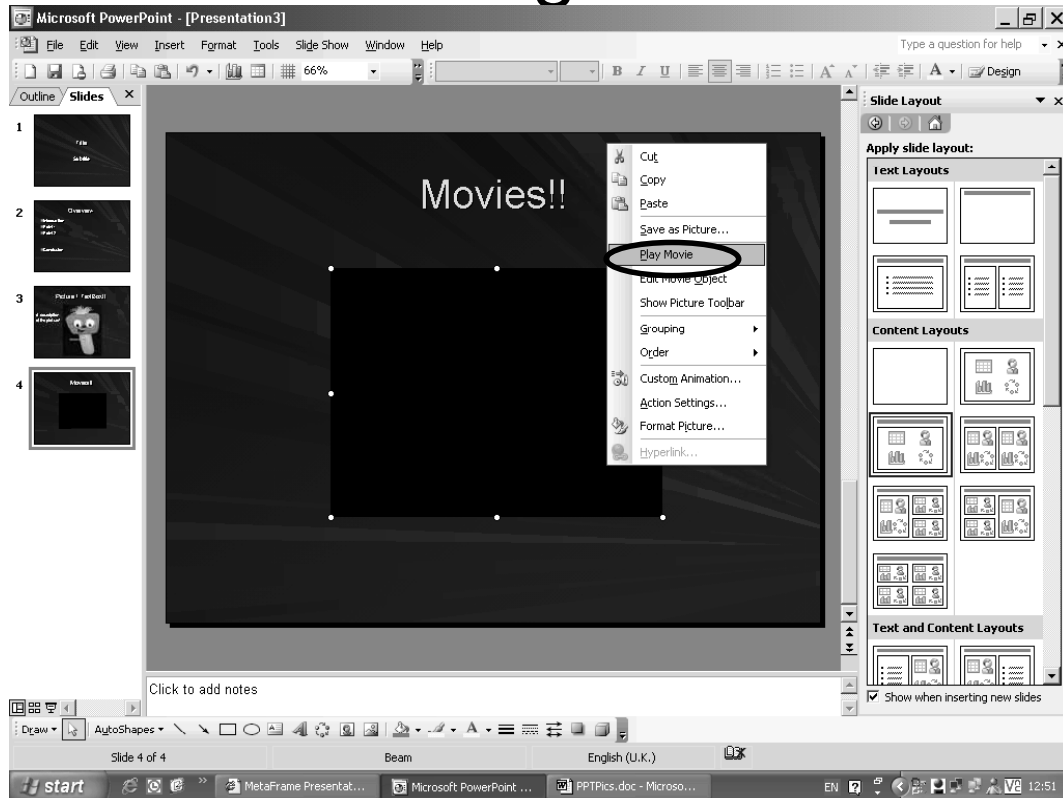

Take the choice!

Inserting movies

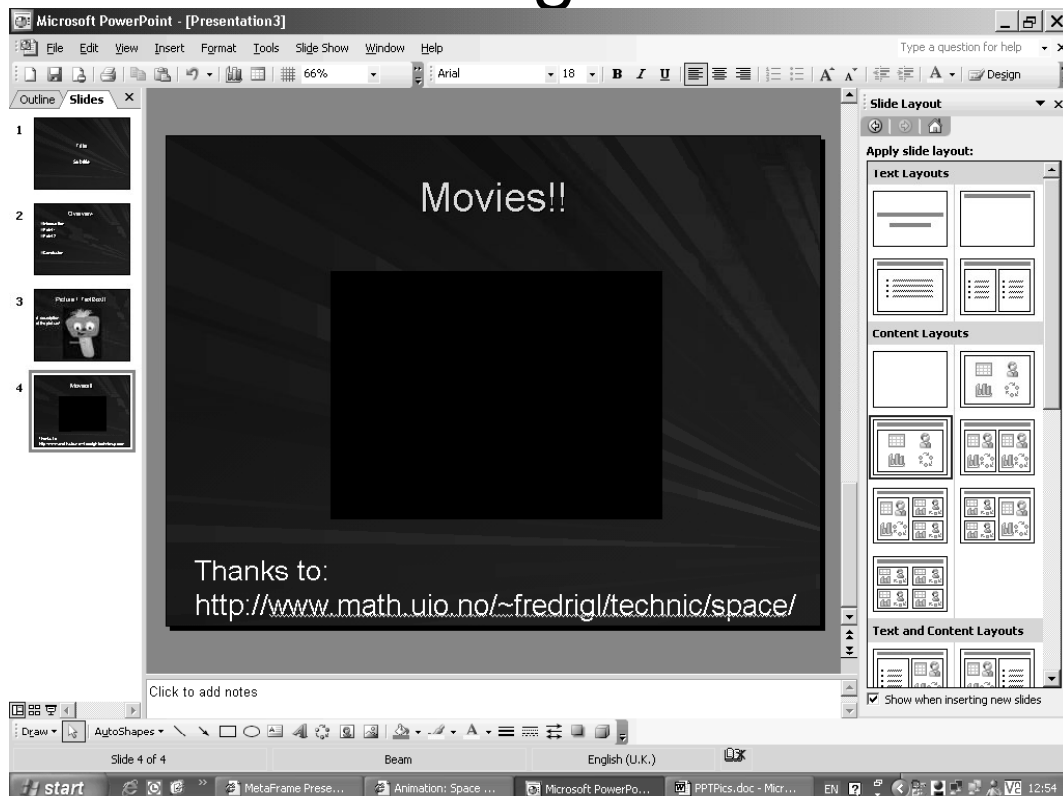Click and drag a white circle to resize

Inserting movies

Right click on the movie ⟹ Play movie

Inserting movies

Well Done you've imported a movie!

Inserting other objects

- Most other objects can be inserted in much the same fashion
- To insert an object of any sort click insert then the most appropriate option from the menu
  - 9 times out of 10 this will be the correct option
- Try inserting clipart on one of your slides
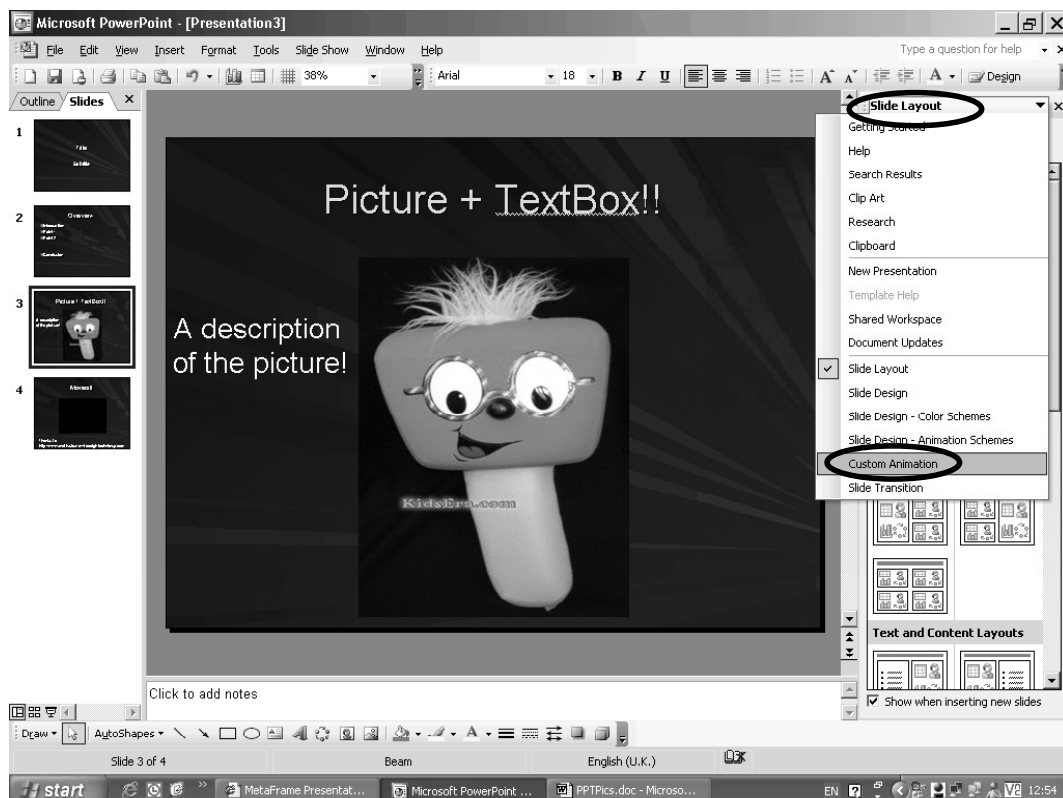- Don't be scared – it's hard to break anything (provided you save first!!)

Custom Animation – something extra

- Entrance / Emphasis / Exit
  - How to
  - Which effects?
  - Speed?
- Slide Transition
  - Why? Too much?
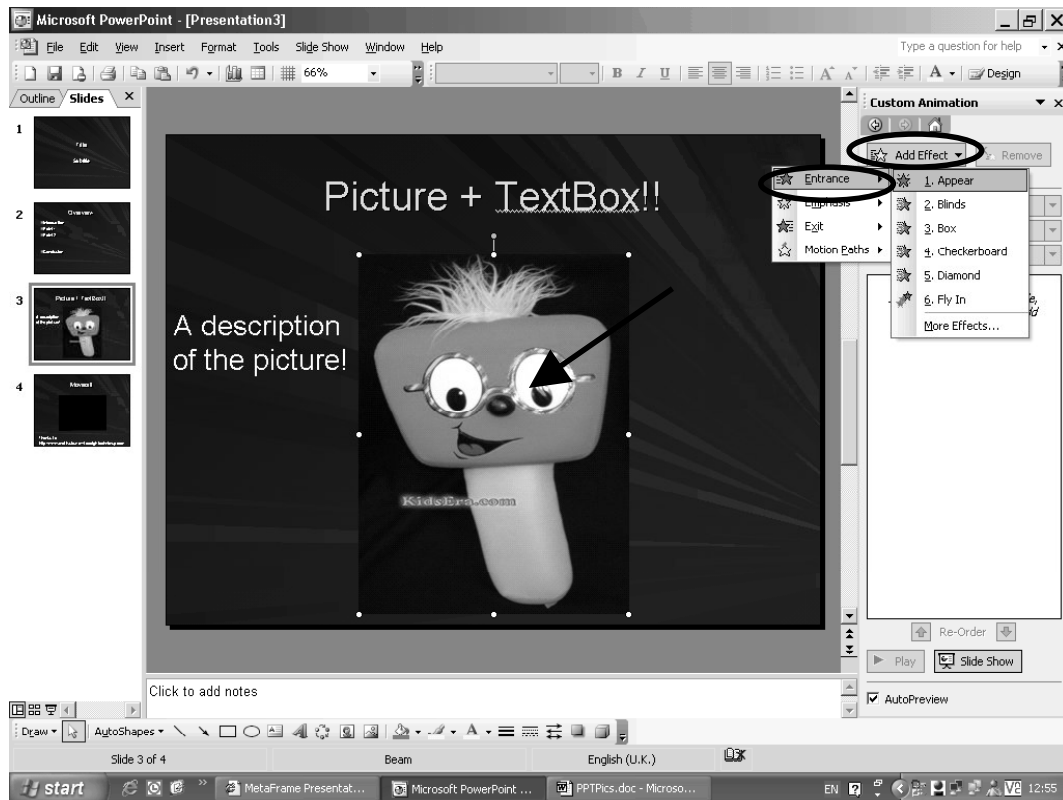 - Auto Slide Change
  - Fake movies

Custom Animation

- Entrance / Emphasis / Exit
  - How to
  - Which effects?
  - Speed?

Custom Animation

Click Slide Layout ⟹ Custom Animation

Custom Animation

Click Pinky⇒ Add effect⇒ Entrance⇒ choose entrance

Which custom animation?

- Never choose more than one animation type per slide (maybe even per presentation)
- Over fussy custom animations steal the audiences attention
- Make sure the animation is not too slow
- Don't use custom animation unless it adds to the presentation
- Only use emphasis if there is VERY good reason

Custom Animation
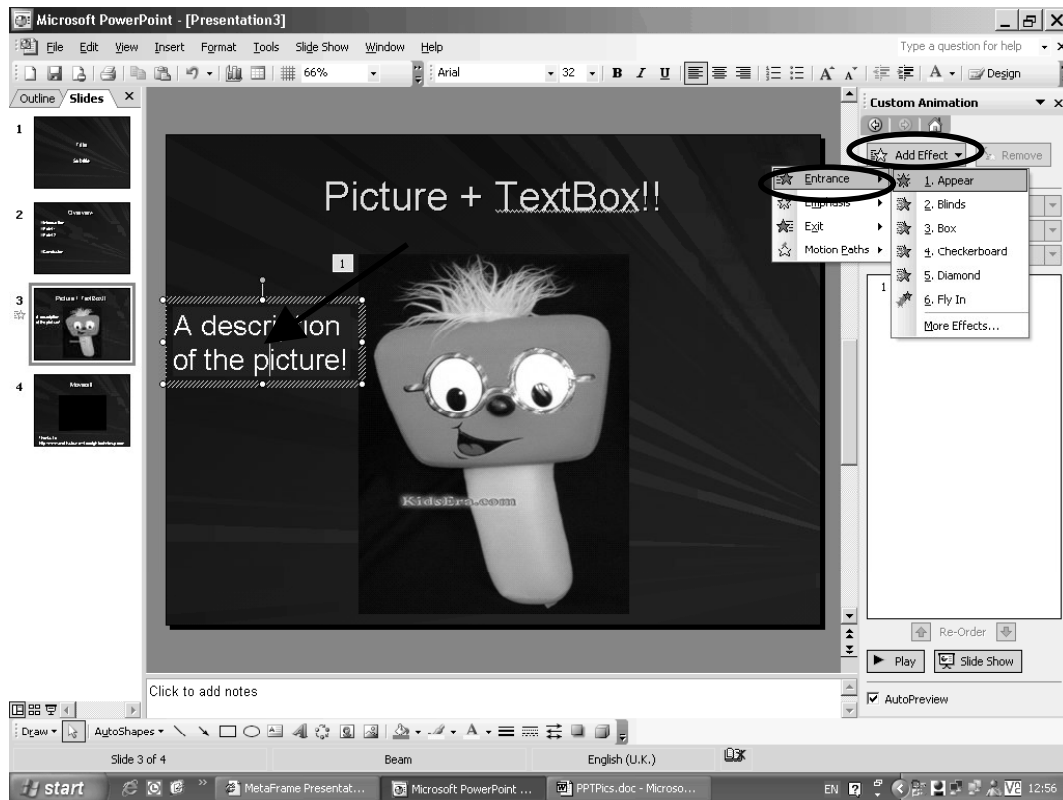
Click text⇨Add Effect⇨Entrance⇨choose entrance

Custom Animation – Text
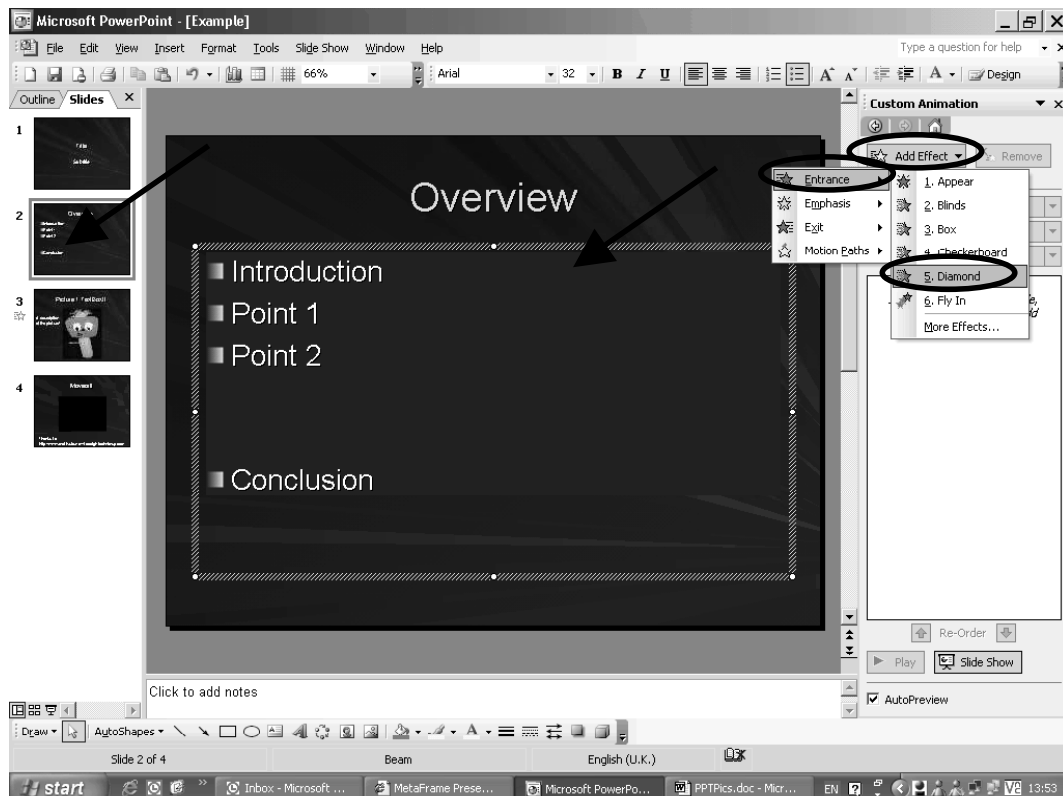
Click text⇨Add effect⇨Entrance⇨choose Diamond

Custom Animation – Text
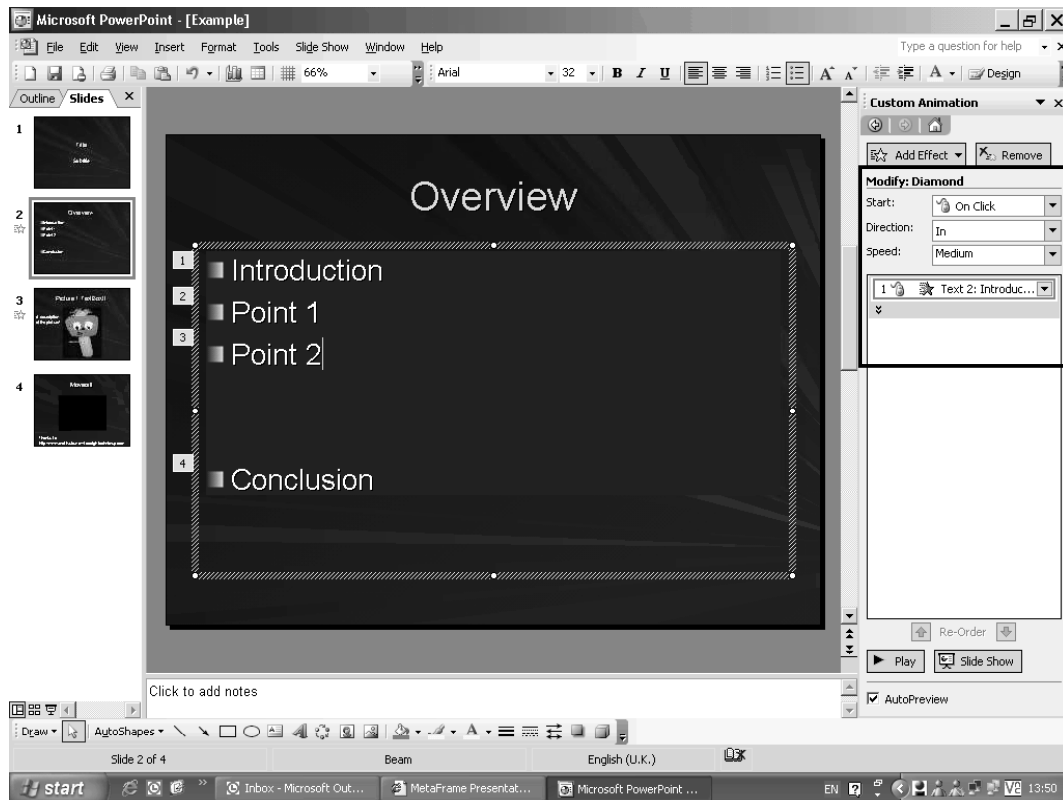
Effect can be tailored in this "modify" panel

Other custom animations

- Emphasis and Exit effects can be added in exactly the same manner
- Many effects can be modified to your taste
  - You can opt to have the animation start with a previous action or on click – most often on click is more effective

Custom Animation

■ Slide Transition
  – Why? Too much?
  – Auto Slide Change
    ■ To show a sequence of slides

Slide transition
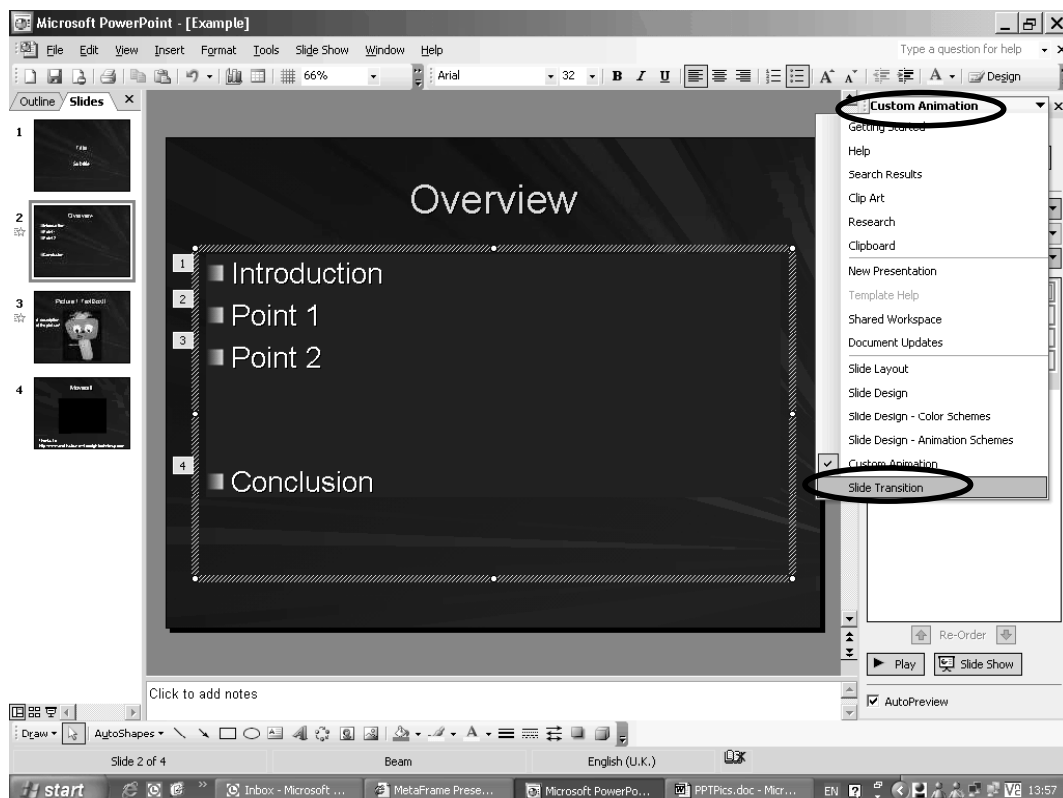
Click Custom Animation ⇒ Slide Transition

Slide transition
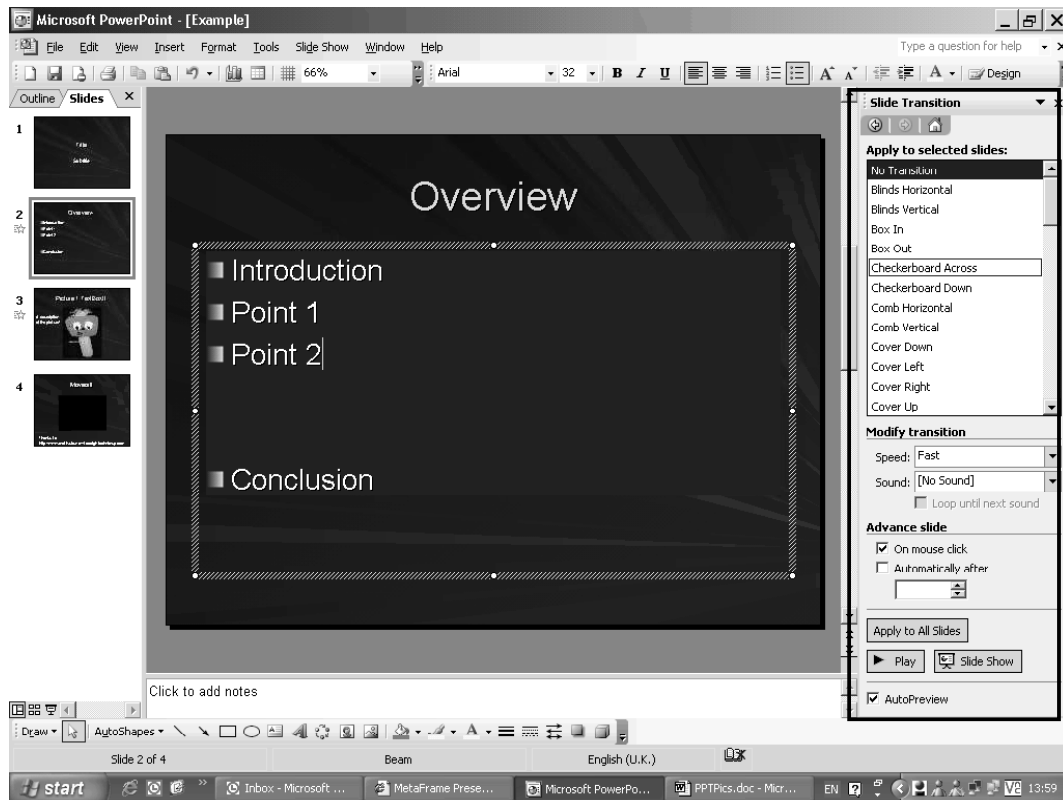
Effect can be tailored in this panel -- try it!

Slide transition

■ **As with all other custom animations less is more (one type of slide transition per talk)**
- – An over fussy slide transition will steal the audiences attention

■ **Use automatic advance of slides only when necessary – it will not keep you on time**
- – You want to be speaking about the slide on the screen not three previous to it

Starting your show
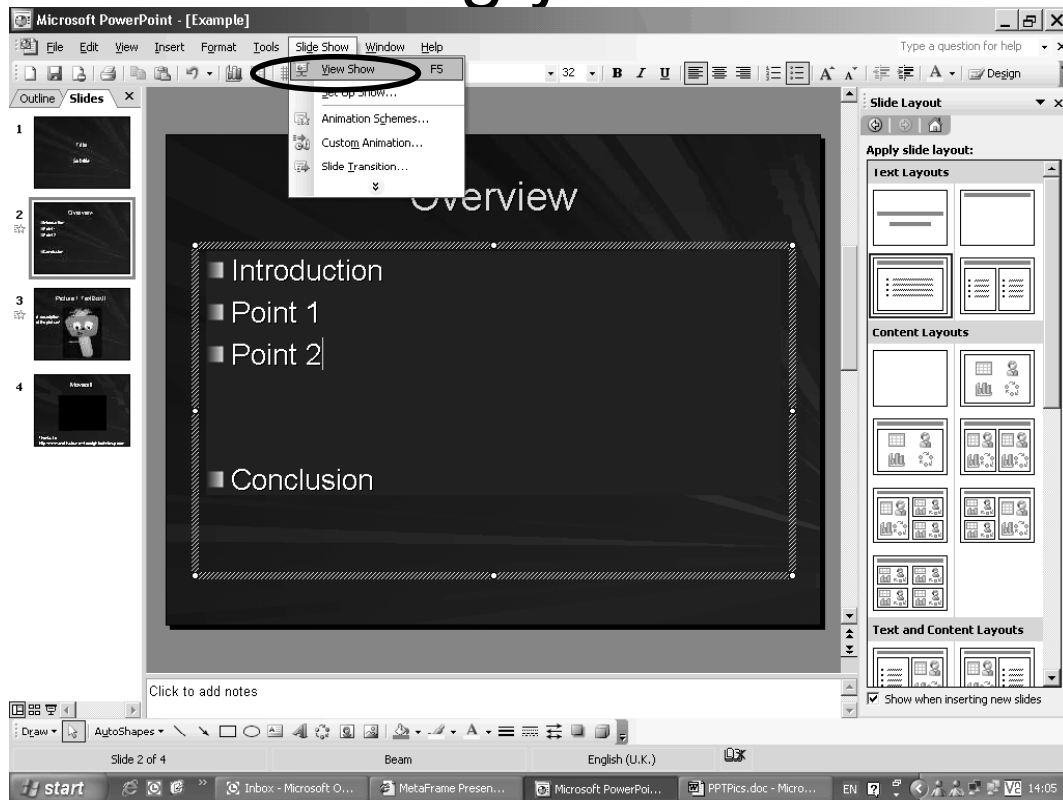
Or press F5

Everything else

- Almost any effect is possible in PowerPoint – we've only touched the tip of the ice berg
- Most things are in "sensible" locations
- Experience is the best teacher – have a try!!

Robinson Library PowerPoint Books: Level 2 Shelfmark 006.6???

PowerPoint made simple is a good one 006.6869 POW(Ste)

Death by PowerPoint
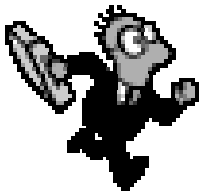
Number of words/lines - A good rule is to limit words to **six** per line and **six** lines per screen. Information is best presented using "bullet" points or key words.

Contrasting colors - The use of contrasting colors is an extremely important consideration. Use a dark background with light letters or a light background with dark letters. Avoid backgrounds with dark and light colors swirled together, such as PowerPoint's "Whirlpool" background template. Light-colored lettering is difficult to read when it crosses onto light backgrounds; similarly, dark-colored lettering is difficult to distinguish when it blends with a dark background.

Letter colors to avoid - Red is the number one color to avoid, especially if you use a dark background. Red tends to bleed into other colors, making text difficult to read. Avoid colors that are similar to each other. For example, reds and dark greens are difficult to distinguish when projected.

Text size - Use a minimum font size of 32 points. Bigger (up to 48-point) is better.

Italics - *On your office's computer screen, italicized words are easy to read. But when they are projected, audiences find it difficult to make out italicized words, so avoid italics.*

Upper/lowercase - It is difficult to read all upper-case letters. A combination of lower-case and upper-case letters should be used.

Good PowerPoint practice

- Number of words/lines 6 words 6 lines

- Contrasting colours Dark on light and v.v.

- Colours to avoid Red – Dark green

- Text Size No less than 32?

- Italics *Difficult to read*

- Upper/Lower case DIFFICULT TO READ

Good practice

- Always check out the room before hand
- Upload your presentation in advance if possible
- Check your presentation is compatible with the version of PowerPoint in use
- Remember to interact with your slides – point at them etc.
- Never over run your allotted time
- Add humour where possible……

Finally, always go to the bathroom before a talk – and take off the wireless microphone when doing so!!

Above all else ENJOY IT!!

Slides available at

http://www.mas.ncl.ac.uk/~n0072132/public/PowerPoint/PowerPoint.ppt