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CREATING PRESENTATION

Getting Started

- ▶ Select a Slide Layout (Format Menu)
- ▶ Choose a Slide Design (Format Menu)
 - Apply a Design Template
 - Select a Color Scheme
- ▶ Create a Master Slide (View Menu)

Design Templates

► Considerations:

- Background Color: a darker color is usually best if the presentation will be projected to a screen.
- Lighter color if will be viewed on a laptop or will be printed.
- Simple and common fonts work best for headings and are easier to read
- Font size – if projected, don't go below 24 pt.

Design Template

- ▶ Decide early! Changing the template changes the fonts, and the position of the text on EACH page.

Master Slide

- ▶ Allows you to add specific text, sound or pictures to EVERY slide without having to place it there every time.
- ▶ Good for company logos, names, name of presenter, presentation date, ordering information or other information you want to appear on each slide.

Master Slide

- ▶ Click in pre-defined areas to add text
- ▶ Use insert menu to add WordArt, pictures or sound.
(insert logo.bmp)
- ▶ Double click on area to add a border or fill color
- ▶ Can also change fonts, point sizes and bullet format.

Master Slide

- ▶ Affects EVERY slide
- ▶ Good way to make global changes without having to check each slide
- ▶ Can also make handout masters and notes page masters. (View, Master, >>)
- ▶ You MUST have a Master Slide for your presentation.

Slide Transitions

- ▶ These are special effects inserted BETWEEN slides
- ▶ Instead of merely moving from one slide to the next, can use cinematic techniques such as dissolves and wipes.
- ▶ Slide show menu: Slide transition

Slide Transitions

- ▶ Have many to choose from – best to select ONE kind of transition for the entire presentation unless there is one specific slide you wish to feature.
- ▶ Less is more: too many transitions will confuse your audience.

Slide Transitions

- ▶ When you select one, it will be previewed for you in the pop-up window.
- ▶ Clicking “Apply” adds the transition to the CURRENT SLIDE only
- ▶ “Apply to All” will add the transition between all slides, already created and future ones.

Slide Transitions

- ▶ Powerful tool: Allows you to set up the show to work only if you click the mouse to move to the next slide OR
- ▶ Can set time limits to make presentation automatically advance to next slide without input from the user (best for sales shows or when speaker doesn't want to be tied to the mouse)

Animations

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Creating Presentation

- ▶ These are actions you can apply to individual items on a slide.
- ▶ Preset animations are under the Slide Show Menu
- ▶ Animations allow you to control what the audience will see on a particular slide, and in what order
- ▶ Especially good for question/answer slides – show the question, then show the answer.

Animation Example

- ▶ Here is typewriting.
- ▶ As you can see, too much of this will get very annoying.

- Here is flying.
- Here is crawl.
- Here is spiral.

Animations

- ▶ You can also animate a picture, sound or word art.

WOW, look at that!

Custom Animations

- ▶ YOU choose how to animate
- ▶ Can control the timing and the order of each object on a slide.
- ▶ Can animate portions of a chart (within the chart itself).
- ▶ Must use “Custom Animation” function to get different animations on one slide.

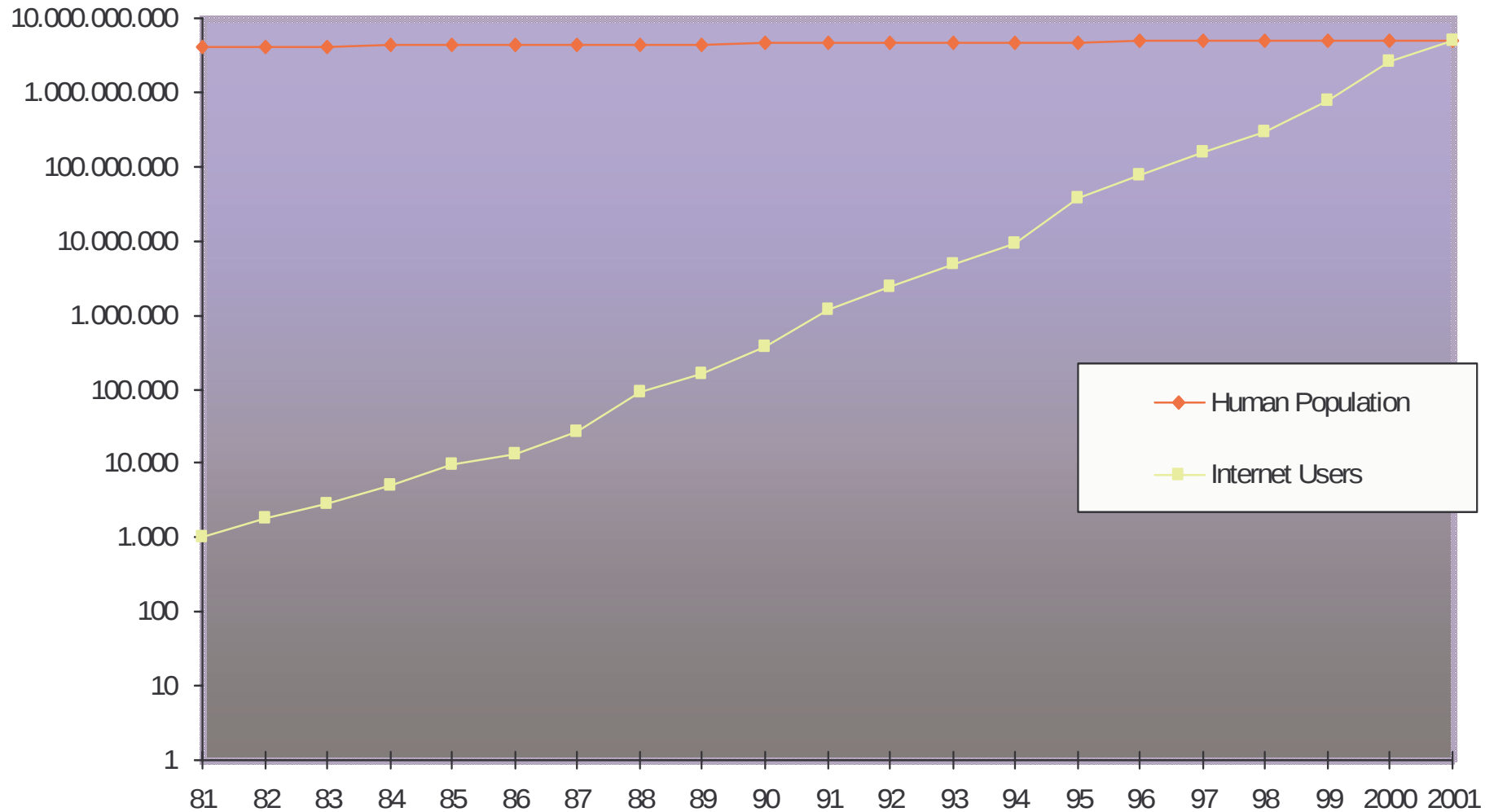
Custom Animations

- ▶ Can add a sound to each animation
- ▶ Can have line or object flash or dim after appearing
- ▶ Can set automatic animations (timer) rather than on mouse click.
- ▶ Each object must be its own box (i.e., need different text boxes for each line of text).

Adding a Chart

- ▶ Insert Menu
- ▶ Select “Chart”
- ▶ OR, choose a slide layout that has a chart on it, then double-click
- ▶ Copy cells from Excel
- ▶ Edit Menu
- ▶ Select “Paste Special”
 - To paste cells and resize them like a picture, select picture
 - To paste as an embedded object, select Microsoft Excel Worksheet Object

Insert Chart



Formatting Chart

- ▶ Double-click on the chart
- ▶ Double-click on the item you want to change
- ▶ Will bring up format window
- ▶ Can change colors, fonts, scale for axes, etc.
- ▶ Be sure chart can be read!

Changing slide layout

- ▶ If you select one layout for a slide, then wish to change it, use the Format Menu
- ▶ Select “Slide Layout”

Other views

- ▶ Bottom left-hand corner are shortcut buttons
- ▶ Slide sorter view lets you see the flow of the presentation.
 - Easy to change the order of the slides from this view – just drag and drop
- ▶ Outline view– maximizes the outline window and minimizes the slide itself.

Notes

- ▶ You can create notes for each slide by using the Notes feature.
- ▶ In “Normal” view, notes window is at bottom of screen.
- ▶ Notes are for the presenter’s use only – the audience doesn’t see them.

Adding a Table

Tables are good when you have a lot of items you want to organize on one page

You can also import an existing table from Excel or Word

You can mix text, pictures, word art, etc in the table.



Resizing a picture or Word Art maintains proportions by default.

Adding hyperlinks

- ▶ Use the Insert Menu and select “Hyperlink” or click the button on the toolbar.
- ▶ If computer with presentation is connected to the Internet, the link will automatically go to the site.
- ▶ Like this: <http://www.yahoo.com/>

Printing Slides

- ▶ File Menu: Select Print Preview
- ▶ Select how to print slides
- ▶ Print as “Grayscale” to maintain color scheme on a B&W printer.
- ▶ Print as “Pure Black & White” to have a copy without backgrounds.

Printing Slides

- ▶ Can print a specific slide or slides
- ▶ Can print different Layouts:
- ▶ Select from drop-down menu “Print What:”
- ▶ Select “Handouts” to print multiple slides per page (miniature copies of all slides)

Miscellaneous

- ▶ Format Menu is much like Word
- ▶ Can change type of bullets, font, spacing, etc.
- ▶ Use Action buttons (Slide Show menu) if presentation will run at a kiosk without an instructor.
- ▶ User can click action buttons to get to “Help” or make choices in a questionnaire.