

# Compelling PowerPoint Presentations

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### **Build a slide show from an outline**

- Allows global formatting changes
- Tab to indent, shift-tab to go to previous level
- Copy in from Word
  - Need to add returns and tabs
  - Reformat font sizes

### **Printing**

- Slides—1 per page, full page
- Handouts—2 per page, half page
- Handouts—3 or 6 per page, thumbnails
- Notes—Half page slide on top, notes below
- Outline—outline only is printed

### **Views**

- Slide view
  - Add pictures, graphs, sound, and motion
  - Add and edit text
  - Format fonts and other elements
- Outline view
  - Type in text
  - Format fonts
  - Rearrange slides
- Slide sorter
  - Rearrange slides
  - Delete slides
  - Copy entire slides

Notes view—Add speaker's notes for handouts

Slide show—Run the slides

Master view

View Master, Slide Master

Create background

Do global formatting changes

Set font styles

Format bullets

Page footers

### **Building backgrounds and basic art tools**

Format color scheme

Format background

Drawing tools

Insert Picture

Gradiated fills

Custom colors

### **Illustrating slides**

Insert clipart

Insert picture

From clipart

From file

Scan and save

Collect from art sites

Copy from Internet

Photos, logos, other art

Right click, save as, Insert—from file

Copy screen shot—

Alt+Print screen

Paste immediately, or

Paste into paint program to edit and save for future use

## Charts

Insert and use PowerPoint charting

Copy from Excel, paste special, as picture

## Movement

Slide transition

Custom animation

Timing

Effects

## Sound

Use sound files on computer or from Internet

Create a wav file using sound recorder

Insert Movies and Sound—sound from file

Click on speaker icon to play

## **Slick tricks using PowerPoint**

Size fonts up and down buttons

Line spacing buttons

Format painter

Copying entire slides

Use slide sorter view

Paste into another PowerPoint (Will pick up formatting where pasted)

Paste special as a picture

Cropping and resizing

Set transparency

## **Slide show guidelines**

Think of PowerPoint as a billboard

Use bullet points, not sentences

Limit number of points, split slides

Use animation and sound with discretion

### Readability

Use large font—minimum 14pt, 18 pt better

Use mixed case, not all caps

Avoid underlining

Use plain, solid fonts

Use high contrast between words and background

Be consistent in fonts and colors

## **Saving slides**

Save as slide show

Save as self running presentation

Pack and go