Presenting With PowerPoint Participant's Handbook

PowerPoint 2013

Activities Index

Presenting with PowerPoint

Mission

This course will familiarize participants with PowerPoint and the process of creating basic presentations.

Workshop Outline

Understanding the PowerPoint 2013 Interface
Getting Started
Formatting a presentation

Understanding the PowerPoint 2010 Interface

Managing your presentations with Backstage
The new Microsoft Office Backstage view lets you quickly gain access to common tasks related to managing files, such as viewing document properties, setting permissions, and opening, saving, printing, and sharing your presentations.

Using the Office Ribbon
The ribbon provides quicker access to all the commands in PowerPoint 2010 and allows for easier future additions and customizations.
You can also customize the ribbon. For example, you can create custom tabs and custom groups to contain frequently used commands. To help maximize the editing of your presentation space on the page, the ribbon can also be hidden while writing.

The ribbon is context-sensitive and the available options change depending on what item(s) you have selected within your presentation.

Customizing the View

1. Customizing the view is done by selecting the **View** tab from the menu.
2. From here we can edit our **Presentation Views**, **Master Views**, **Show/Hide** certain items, **Zoom**, choose **Color/Grayscale**, Arrange **Windows** and run **Macros**.

Best Practices

What is a PowerPoint Presentation An Aid

A Presenter's Accessory
A Quick Outline
A Structured Slideshow

How to plan your presentation

1. What is your purpose?

What is the goal of your presentation? Is it to Educate, Inform or Persuade your audience? Most presentations will be used to educate, inform or persuade your audience. The purpose of your presentation will determine the tone and structure you will use when you develop the content for your outline and slides. For example, the purpose of a presentation about a week's concepts for your Communication Media Course will serve to educate an audience. A presentation focusing on the need to adopt a pet instead of purchasing one would serve to persuade and inform an audience. A presentation may include all three approaches but there will be one approach which is central to the message you deliver. That determines your main purpose.

2. Who is your audience

Determine who will be your audience and tailor your content so that it is within the context of

3. How much time is allowed?

Presentation time will determine how many slides you are able to effectively present during that time window.

4. Create an Outline

    a. Before you open up PowerPoint, write out or type out an outline of the information you want to present. This is helpful to get your ideas together and can be used to create the layout of your presentation in PowerPoint. You should begin working in PowerPoint once you have finished your outline.

5. What type of content?

    a. As you write out your outline, also write down or think about the type of content that will make up your PowerPoint presentation. Will content on your slides be mostly text? Will you have a combination of images and text? Do you plan on using any form of video or Audio as an example of the message you will deliver?

6. How many slides?

    a. The number of slides you will create depends largely on the amount of time allotted to deliver the presentation. As a general rule you should not spend more than 3-5 minutes on one slide. Learn in advance about the time you will be given to present and then plan the number of slides and the amount of content you can present effectively during that time frame.

7. Posted Online?

    a. Most of the presentations you do for your courses at Sac State will require you to use the PowerPoint presentation only on the day of the presentation or your instructor may ask you to email this presentation to him/her as part of your assignment. If you are required to post your presentation online to a webpage or send to your classmates over email, please think about making the presentation available in a text format as well in the event that a student in your class cannot access the presentation as is in PowerPoint. This can be as simple as saving your presentation as an Outline/RTF (.rtf) format from PowerPoint and then editing the resulting rich text format file in a Word processing application such as Microsoft Word. You can then make both the ppt version and the text (.doc and .rtf) versions available online.

8.

What's in a presentation

- Title
  - Have a well-defined topic; the title slide should answer the "What"?
- Introduction
  - Be sure to have an introduction slide(s) which provides background information on your topic and introduces your audience to the material that will be presented.
- Objectives

- – Specify the top 3 objectives you want your audience to get out of your presentation. (Learn, Understand, Create/Apply objectives) These are important because it gets your audience thinking about the concepts and how they can use them in other contexts. The following are examples for a presentation about Creating an Accessible Presentation:
  - To learn the elements and process involved in creating an accessible presentation.
  - To understand how to incorporate these elements into your own presentations.
  - To create an accessible PowerPoint presentation that incorporates all elements for accessibility.
- – We've used the:
  - – Learn
  - – Understand
  - – Apply
- Body
  - – An essay has several paragraphs that serve to develop and explain the topic of the essay. In this same manner, your presentation should have several slides that will develop and explain a concept, process, project etc. In contrast to the essay, the content slides will summarize key points that you will develop verbally as you point each one out to your audience. You can create a separate handout with more detailed content and make this available to your audience. However, the detailed information should not be on the slides. Likely, body slides will fall under categories or "sections". Each body slide should contain some form of section title.

Elements for a dynamic presentation

- Question Slides
  - Throughout your presentation have slides prompting your audience for "Questions?" These will help you set the pace during your presentation and also connect with your audience. These will also guide you in learning whether your audience understands the information you are presenting or if you need to clarify and go over sections again.
- Activity Slides
  - It is helpful if you have a few exercises included within your presentation especially if your presentation is meant to teach your audience a concept or process. It could be as simple as asking them to answer a question or complete a quick task.
- Summary
  - Before you make any closing remarks, have a slide that summarizes the content covered in the presentation.
- Resources/Help

- Provide your contact information (e.g. email) if appropriate or links/information to resources about the topic presented. If you borrowed information from other sources you can cite the source on this slide. When appropriate, point your audience to available video tutorials that demonstrate the concept, helpful websites etc.
- Conclusion

Presentation Accessibility: In order to provide equal access to users with disabilities it is important for you to provide your documents in other different formats if possible. For example if you have a PDF document or a PowerPoint document you would like to post online, you should also provide these in a text only version to ensure that users can have access to the content. To ensure that all users can access your presentation, be clear about describing verbally any image content for example for a blind person in your audience.

Getting Started

- Use the Outline View
- Keep Slides Simple
- Use Key Points!
- 3-5 Bullet Points
- More than five? Split into another Slide!


Starting from scratch

1. To create a PowerPoint from scratch, click the **File** tab and select **New**.
2. **Open** a blank document or any template you wish.
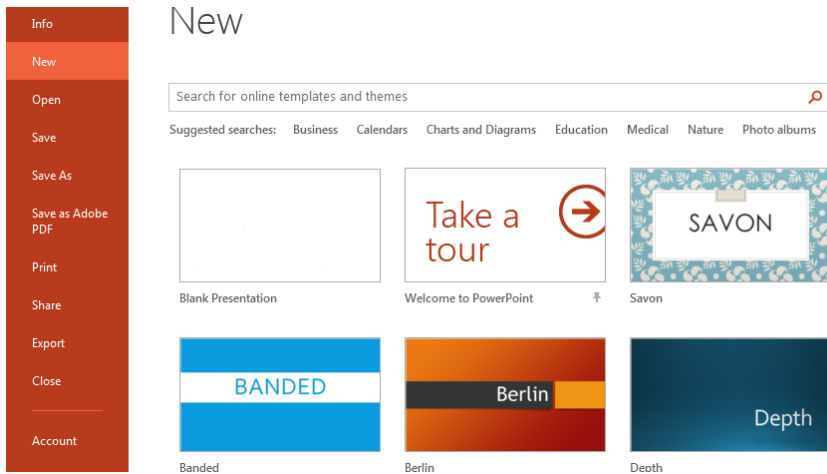
Saving a presentation

It is important to save early and often while creating a PowerPoint presentation.

1. To save, under File select **Save** or **Save As**
2. You can also change the type of the document by changing the save as type.
3. Documents saved under the **U: Drive** have the ability to be accessed throughout all campus wide computers
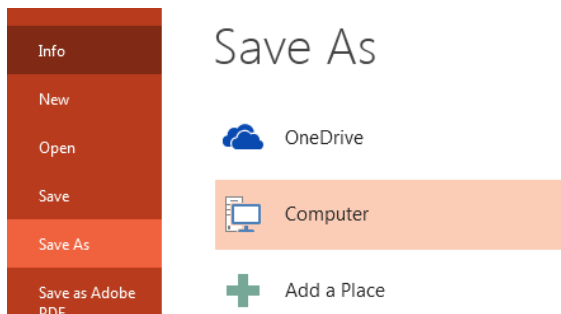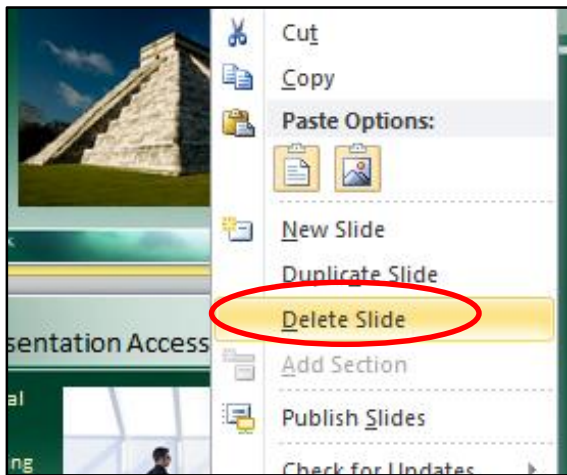

Adding slides

1. To add a slide, you can with click the **New Slide** button on the **Home** tab, or you can add a slide by right-clicking in the Slides timeline and selecting **New Slide**.
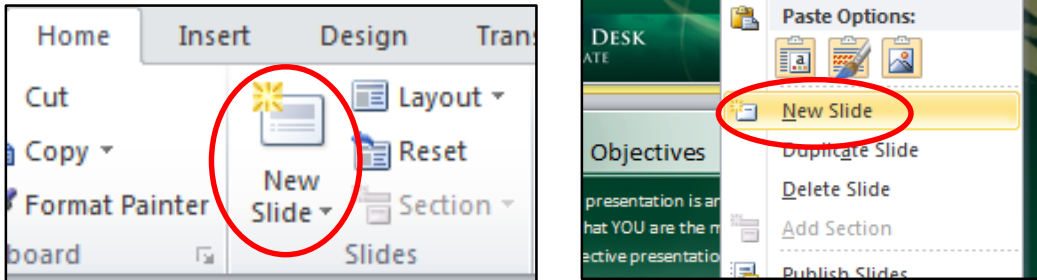
Deleting slides and changing layouts

1. To delete we use the same method to create a slide. Right-click the slide in the **Slides** menu and select delete from the drop down menu. You can also delete a slide by having the slide selected and clicking the **Delete slide** button through the Office Ribbon.


Rearranging slides

1. Slides within PowerPoint can be rearranged by clicking the desired slide and dragging it either up or down alone the slide timeline.

Saving time with Outline mode

Outline Mode shows all the text on the slides in a list with no graphics. Gives a visual outline of all the information in the PowerPoint and is useful for quick edits.
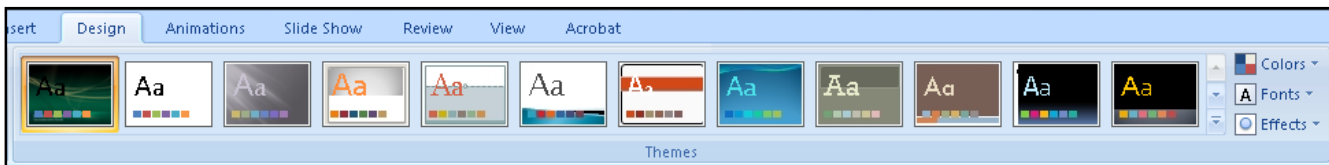
1. In the view tab under presentation views click "outline view"
2. Can make changes to the text in the Outline pane and can easily rearrange the information by clicking and dragging the slides up or down
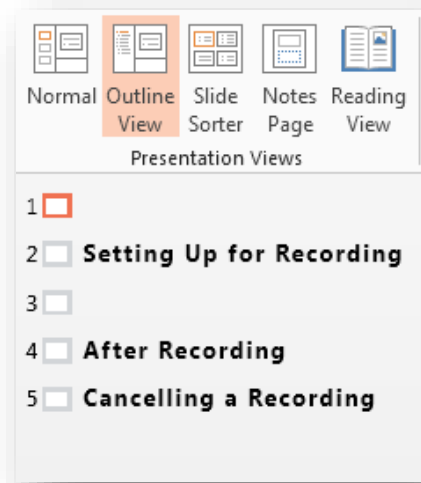
Changing Slide backgrounds

Applying a theme

1. Go to the design tab
2. Choose a preset theme

Formatting a background

1. Go to the design tab
2. Over customize go to format background
3. Choose desired background style

Applying Slide Transitions

A slide transition is a visual motion that occurs as PowerPoint changes from one slide to the next. By default the next slide simply replaces the previous one on the screen, adding a transition can spice up any presentation.

Adding Transitions to the Slides

Inserting Slide Transitions

1. Click on the slide you want to apply a transition to
2. Under the **Transitions** tab in the **Transition to This Slide** gallery click on the More arrow to see all the transitions and pick one that best fits your presentation
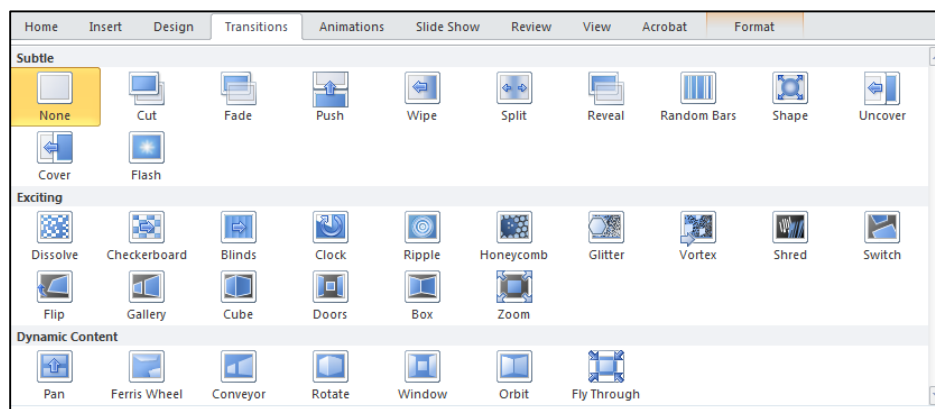
3. After you have picked a transition you can click on **Effect Options** and you can edit an effect based on the transition you have chosen
4. Under the **Timing** group you can select a **Sound** or even **Apply To All** slides to create consistency

Note: For Slide Transitions be sure to pick one transition that is not to jarring for the audience and apply it to all the slides so the transitions are not distracting. Do not pick a separate transition for each slide!

Slide Animations

Adding slide animations allows objects and words to move across the PowerPoint slide. Animations are similar to slide transitions, but are applied to individual elements in one slide. Adding slide animations can make the presentation more lively and fun, depending on how you use them.

Animate Objects on the Slide

Animations

IRT Student Tech Center   Presenting With PowerPoint – Participant's Handbook

1. Click on an element of the slide you want to apply an animation to
2. Go to the **Animations** tab
3. In the **Animation** group click the **More** arrow to see all the animations available and click on the one you wish to apply
4. Use the **Effects Options** to change the effect details
5. If you want to apply more than one effect to an object click **Add Animation** in the **Advanced Animation** group
6. If you turn on the **Animation Pane** under the **Advanced Animation** tab you can see a visual outline of the animations and easily reorder them if needed
7. Under the **Timing** group you can have the animation start on mouse click, with previous animation, or after previous animation

Note: For Slide Animations applying too many can become distracting and take away from the information you are trying to present. Be sure to only animate the important information and not everything on the slide.

Formatting a presentation

Using fonts and color

1. The font can easily be changed along the office ribbon. Here you will be able to navigate a number of basic functions that allow you to bold, underline or increase/decrease your font size.
2. When using color it is important to contrast your colors to make it easier for your audience to read. For example. Light on dark vs. dark on light.

- Things to avoid:
  a. Using too many colors
  b. USING ALL UPPERCASE
  c. Making font size too big or too small.
  d. Using *italics* or fancy fonts that are hard to read.
- Things to use:
  a. San Serif fronts   Serif fonts
     Arial   Times New Roman
     Tahoma   Georgia
     Verdana   Book Antiqua

  b. At least 24pt. font size

Version 1.0   http://www.csus.edu/irt/stc   10
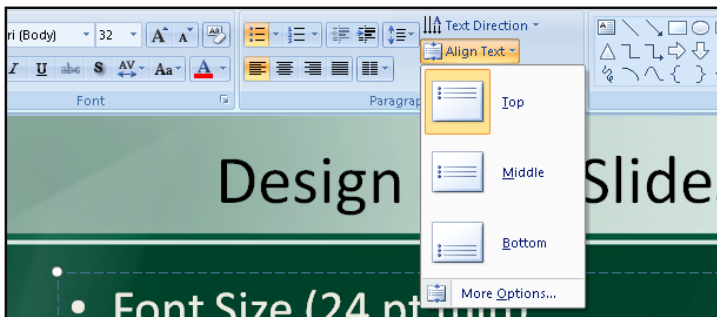
c. Effective color contrast

Adding bullets and list numbering

1. Under the **Home** tab in the **Paragraph** group are options that allow you to add bullets and list numbering.

Changing text alignment

2. Select the text box.
3. Click the **Home** tab.
4. Click the **Align Text** button: **Top**, **Middle**, or **Bottom**.

Spell-checking and the thesaurus
1. Under the **Review** tab, clicking the **Spelling** option above **Proofing** will allow you to spell check your entire PowerPoint presentation.
2. The **Thesaurus** can be accessed in a similar manner, select it above **Proofing**.

Tables

Tables are a good way to present your data in a series of rows and columns that can easily be read. You can create tables directly in PowerPoint or copy and paste them from Excel.

Pasting tables from Excel

1. In Excel click in the top left corner of the table and drag to include entire table
2. Under the **Home** tab in Excel go to the **Clipboard** group and click on **Copy**
3. In PowerPoint from the **Home** tab in the **Clipboard** group click **Paste**

Note: You can also copy and paste tables from PowerPoint to Excel

Charts

Charts are an eye catching way to display information in you presentation. PowerPoint allows you to display this information in a lot of different ways including line graphs, pie charts, and bar charts.

Pasting charts from Excel

1. In Excel click in the top left corner of the chart and drag to include entire chart
2. Under the **Home** tab in the **Clipboard** group click on **Copy**
3. In your PowerPoint from the **Home** tab in the **Clipboard** group click **Paste**
4. To keep the charts look from Excel, select **Keep Source Formatting**
5. For the chart to use the look of the PowerPoint presentation, select **Use Destination Theme**

Note: You can also copy and paste charts from PowerPoint to Excel

Running the show

1. To start your PowerPoint presentation, press **F5** or click the Slide Show icon at the bottom right corner.
2. Once in the presentation view, clicking the screen or pressing the space key will advance you to the next slide
3. To exit a slide press **ESC**.

Saving as a pdf

1. Go to File > Save As
2. Click Browse
3. Under "save as type" click PDF

Saving as an RTF to put on Sac CT

1. File>Save as
2. Click Browse
3. Change "save as type" to RTF
4. Save to a location for uploading to Sac CT later

What you have learned

- Managing your presentations with Backstage
- Using the Office Ribbon
- Customizing the view
- Customizing the Office Ribbon

Getting Started

- Starting from scratch
- Adding slides and content
- Deleting slides and changing layouts
- Rearranging slides
- Changing slide backgrounds (added from Intermediate course)
- Applying slide transitions (added from Intermediate course)

Formatting a Presentation

- Using fonts and color
- Adding bullets and list numbering
- Changing text alignment
- Spell-checking
- Using the thesaurus
- Saving a presentation
- Applying a theme
- Running the show

Tables and Charts

- Pasting charts from excel

Pasting tables from excel

`Student Tech Center

What is the Student Tech Center?

The Student Tech Center (STC) is a division within the IRT Department that offers one-on-one computer help for students.

Mission

The mission of the Student Technology Center is to *teach* students the technology needed to complete their coursework *collaborate* with faculty on the use of technology in courses and *develop* the professional skills of our Student Staff.

Additional services include:

- Tutoring to students on technology and software needed for class assignments
- Assistance on a first-come-first-serve basis or tutoring by appointment to individuals and small groups
- On-going workshops focused on course related software and computer technology
- Consultation with Faculty to directly support the use of technology in their classes
- Large scale printing resources to students with a direct course need
- 24/7 access to self-help technology resources

Hours and contact information

Mon-Thu:	10:00am-7:00pm
Fri:	10:00-4:00pm
Phone:	916.278.2364
Email:	stc@csus.edu
Web:	http://www.csus.edu/irt/stc
Location:	AIRC 3007