

Acid Rain – *PowerPoint* Presentation – Slide Planner

Group Members _____

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Presentation tips:

- use one slide for each section of the talk
- just give key points on the slides – details go in the talk

Acid rain *PowerPoint* presentation slide planner (extract from Teaching Geography' January 2001)

Effective PowerPoint presentations

This information supplements the 'Using PowerPoint' sheet.

General principles

- Keep in mind that your key aim is to help your audience absorb new information and ideas – your presentation should help them absorb the content, not distract them. Plan your content first before you start to make it look pretty!
- You can use PowerPoint to give various end products (overhead transparencies, a digital projection, a slideshow running on a web page).
- Your end product will affect your design. Overhead transparencies are more effective with dark writing on a light background, while digital presentations can look better with light writing on a darker background. Cool (e.g. blue, green), muted (darker or lighter), colours are easy on the eye for backgrounds. Some textures also work well.
- Animations and sounds can surprise and delight, but they can also be off-putting – use them with care. Try to create a consistent 'feel' for a presentation – changing fonts and backgrounds are not helpful unless they signal some sort of change in the presentation. A theme can be helpful, e.g. globes on each slide for the geography department.
- Use a minimum of text to make your point. Fonts should be large to give a clear view (the pre-set sizes work well). If the audience needs to refer to detailed descriptions or figures, give them a handout.
- Test your slideshow on a friend for constructive criticism before you use it!

Useful tips

1. Using graphics

- Import pictures from the web (image search in *Altavista* is helpful) by right clicking on them (PC only), then save them onto your computer. Then open them using *Insert* → *Picture* → *From File* in PowerPoint (Note: check copyright issues with the teacher). Alternatively, scan in images or use a CD-ROM such as *National Geographic Photo Gallery*.
- Create a watermark (faded background) by importing a graphic onto the master (*View* → *Master* → *slide master*), sizing it to fill the frame and fading it using the Image Control option and selecting Watermark on the Picture toolbar. (If you can't see the Picture toolbar, use *View* → *Toolbars* → *Picture* to enable it). You can then adjust the image using the brightness and contrast keys. Note: you do not have this option with the *Format* → *Background* route.
- If you have overlapping objects on the screen, use *Draw* → *order* from the Draw toolbar to get them in the right order.
- If a photo looks very dark, alter the contrast or brightness on the Picture toolbar. If you only want part of a photo, use the crop tool on the same bar.

2. Text and bullets

- Wordart titles can be effective if used sparingly. Follow instructions from the 'Insert Wordart' option on the Draw toolbar (usually at the bottom of the screen).
- The text for a more complicated presentation with various levels of bullet points is best managed in outline view mode (accessed via *View* or by the icon at the bottom left).
- To get a massive choice of bullet point symbols, select the line(s) (in the slide master if you want to

affect the whole presentation) *Format* → *bullet* → *select a font from the 'Bullets from' menu* → *choose a symbol*. Again, keep it simple and consistent!

- Features such as speech bubbles are available from AutoShapes on the Draw toolbar. Some automatically take text, with others use a text box from the Draw toolbar.
- 3. Managing your presentation
 - Use *Print* → *Print what* → *handouts* (2-6 per page) to give your audience thumbnails of their slides (if they're not frantically taking notes, they will learn more).
 - If you're printing out the slides onto black and white OHP transparencies, use *View* → *black and white* to make sure that any colours used on screen will look OK in black and white (for example, orange and blue will both look grey).
 - If you'd like a presentation to run automatically, choose *Slideshow* → *Slide transition* → *advance automatically*.
 - Remember that you can access the pen on screen during a slide show by Control-P. Return to the pointer with Control-A. To change the colour of the pen, use *right-click* → *pointer options* → *pen colour*. Pen annotations will only stay whilst you have that slide up.
 - Accidentally gone on too far through your slides in a presentation? Use the back arrow on the keyboard to return. Need to stop immediately? *Right-click* → *End Show*.
 - To create a hidden slide (to answer a question you were hoping wouldn't be asked!), make the slide in the normal way, then select it in *Slide Sorter View* → *Slideshow* → *Hide Slide*. To reveal it during a presentation, *right-click* → *Go* → *Slide Navigator* → *Double-click on the slide title*.

1. Starting up

- Open *Microsoft PowerPoint* (double click on icon)

2. Set up your presentation

- Select 'blank presentation'
- Choose the layout most similar to your title slide (probably the top left one)
- Click OK
- Add your text in the appropriate places

3. Carry on with your slides

- Choose *new slide*, select the nearest layout etc.
- Keep going until you have entered text into all 5 slides
- Choose *View* → *slide sorter* to see all your slides in order
- Double click on any slide to alter it

4. Add a scanned picture from disc

- *Insert* → *Picture* → *from file*
- Change 'List files of types' to 'all files'
- Find the correct folder and click on your choice of picture → *Insert*
- Move the picture by dragging it and/or resize it by dragging a corner

5. Add a common design to your slides

- *Format* → *Apply design* → *presentation designs* → [choose one] → *apply*

6. Customise the background colour and pattern

- *Format* → *background* → click the down arrow → choose the colour or fill effects you want → *apply to all* or *apply* (just that slide)

7. View your show

- *Slideshow* → *View show*

8. Change the way the slides move from one to another

- *Slideshow* → *slide transition* → Choose from the list by clicking on the arrows → *apply* (to that slide) or *apply to all*

9. Animate the way objects come on screen

- *Slideshow* → *preset animation or custom animation*
- To see what it will look like, choose *Slideshow* → *animation preview*

10. Save your presentation

- Put in your disc
- Click on the disc icon near the top of the screen
- Click on down arrow at top, choose *3½ Floppy A:*, type in file name and click on *Save*