

AHSL

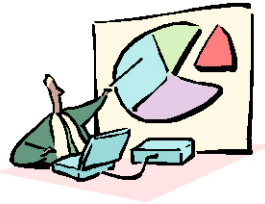
Arizona Health Sciences Library

Microsoft PowerPoint 2000



Tips For Well Organized Presentations

- Use the Outline tool to organize your presentation before dealing with the aesthetics
- Design your presentations to gain the group's attention
- Be sure to inform your audience of the purpose of the presentation
- Provide an organizational strategy for presenting content material
- Divide large amounts of information for improved visual clarity and learning
- Maintain a frame-to-frame design consistency or the illusion of consistency
- Use relevant examples
- Provide a "wait-time" between topics to help listeners make sense of what they heard and to ask questions



Inserting Images

Clip art, scanned photos and slides, and other graphics can be located and sized within a slide. The directions below tell you how to insert clip art images or images from your disk or other separate file.

To Insert Clip Art

1. Select Picture/Clip Art from the Insert Menu
2. Click on a category to select it
3. Select an image by clicking on it. Insert the image by clicking on the top icon of the little menu bar floating on the screen
4. Size the image by pointing the mouse at the square in the bottom right corner of the box surrounding the clip art, pressing the mouse key and dragging the mouse pointer to size the image
5. Move images by clicking and holding down the mouse and dragging them within the screen
6. Select Save from the File menu

To Insert Images from Your Disk

1. Select Picture /From File from the Insert Menu
2. Select your disk and the image you want to insert. Click Ok
3. Repeat Steps 4 & 5 above to move or resize the image



PowerPoint Outlining

The outlining feature is the first step and allows you to organize and manipulate your content information.

1. When PowerPoint opens, select Blank Presentation
2. Choose any layout from the AutoLayout window (The layout 2nd from the left on the top row is a useful one)
3. The Outline view is on the left side of the screen. The right side is Slide view and the bottom window is for adding Speaker's notes
4. Type a slide title and press Return
5. Type another slide title or press Tab to indent and type subheading
6. Type another subheading or press Shift and Tab and type a slide title
7. Use the mouse "point and click" method to move entire lines or slides within the outline view. Note: The mouse pointer changes from a vertical line to a cross when an entire line on the slide is selected
8. Select Save from the File menu and type in a file name
9. Repeat Steps 5-9 to continue adding slides to your presentation.

Giving Your Presentation a "Look"

Applying a design is a simple, quick way to establish background, text color and font. Designs are optional and may not be desirable in all situations. Before you address the aesthetics, consider how and where your presentation will be made (overhead, LCD projection, 35mm slides or television).

1. From the Format menu, select Apply Design Template
2. Click on the names of the various designs to see a demo slide of the design appear. Click Apply to put a desired design on your presentation
3. Select Save from the File menu.

Note: You cannot have more than one design style per presentation.

AHSL

Arizona Health Sciences Library



Printing

You can print handouts, slides, and notes easily from PowerPoint. A good format for handouts is “Handouts (3 per page)”. This produces handouts with 3 of your slides down the left side of the page and lines for note taking on the right side.

1. Select Print from the File menu
2. Point the mouse to the Print What selection
3. Select Handouts, and under Handouts, select 3 per page
4. Click on the Print button

Master Slides

If you use PowerPoint’s “Design Templates,” there are 2 master slides that control the look of your presentation. The Title Master controls the first slide, or title slide. The Slide Master functions as a template for all the other slides. Whatever is done on the Slide Master affects every slide in the presentation. You can edit the design template; change the font size, style and color; and add elements, such as clipart.

1. Select “View” from the top menu. Click on “Master, Slide Master.”
2. To change your text, highlight it and make your changes using “Format, Fonts.”
3. To add a recurring clipart or graphic, insert it on the master slide just like you would any clipart. Just remember, anything on the master will be on every slide.



Transitions

Transitions control the way your presentation moves from slide to slide in computerized show. It’s best to be consistent with your choice of animation, except if you have something that needs to stand out. This can be applied to individual slides or all.

1. On the top menu, select “Slide Show, Slide Transition.” This opens the Transition Menu.
2. On the screen is a window with a picture of a dog. Under the dog is a drop down menu listing the different transition effects. Choose one and watch the dog to see how the transition looks.

3. Select slow, medium or fast to control the speed of the transition.
4. You can advance from slide to slide by mouse click or automatically. Under “Advance Method,” choose the option you want. The Automatic setting requires you to enter the amount of time you want the slide to stay on the screen.
5. You can add a sound to each transition using the choices available from the drop down menu under “Sound.” Use sounds sparingly as they become irritating if you are not careful. Note that you won’t hear the sounds if your computer doesn’t have external speakers or headphones.

Movies & Sounds

Use movies and sounds to add some impact to your presentation, but beware of overuse. Both of these elements can distract your audience. You place movies and sounds in presentations in the same manner as inserting Clipart/Graphics.

1. Select “Insert” from the top menu; click on “Movies and Sounds.”
2. Make your selection of movies or sounds. Choose “From gallery” if the sound/movie is part of the Office galleries. Choose “From file” if it’s from another source, such as one you downloaded from the Internet.

Custom Animation

You can animate any element on your slides—the title, the text, pictures, graphs...

1. From the top menu, choose “Slide Show, Custom Animation.”
2. A window appears with a little picture of your slide in the upper right corner and a list of the different elements on the slide (title, text, media etc) on the left.
3. Click the checkbox next to the elements you want to animate. There is a sample on the right with a preview button.