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So that's how! Great PowerPoint features

Using MS PowerPoint for IT-based Teaching
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Intelligence Characteristics Multimedia features

Bodily/ kinesthetic	Uses body, like an athlete, surgeon, or actor, to solve problems or create. Learns best through hands-on learning.	Graphics, audio, and diagrams
Existentialist	Raises questions about the meaning of life, death, and how we all look at the bigger picture.	Flowcharts, concept maps
Intrapersonal	Recognizes inner strengths and personal limitations. Very goal oriented. Maintains control of emotional state. Resourceful.	Concept maps
Interpersonal	Understands, relates to, and works well with everyone.	Video clips, tables
Logical/ mathematical	Uses analytical skills to recognize patterns and order in everyday problems.	Charts, graphs, animations, video of demonstrations
Musical/ rhythmic	Thinks in musical terms. Able to easily pick up patterns and themes.	Sound and music clips, animation, voice recording
Naturalist	Shows great appreciation for the outdoors and the world around them. Good at classifying things.	Charts, video clips, graphs, lists
Verbal/ linguistic	Uses language or words to express emotions and communicate with others.	Text, sound, or voice recording
Visual/spatial	Visualizes mental images and learns best by looking at drawings or watching videos. Good with verbal or physical imagery.	Graphics, video, charts, graphs, drawings, color-coding

Structure your presentation

- A boring presentation is just as dull even with flashy pictures and comical .wav files.
- Most students disengage if the presentation doesn't hold their attention.
- Structure your presentation by following this format:
  - **Introduction** Get your students' attention from the start by making the main idea of the presentation clear.
  - **Meat of the presentation** Keep the amount of new information to a minimum, provide examples, and connect new learning to previous lessons.
  - **Engagement** Design your presentation to encourage discussion. Ask questions about the meat of the presentation, and have students provide examples to back up their statements.
  - **Closure** Recap your main teaching points, and then apply these new concepts to previous class lessons.

Use multimedia features

- As with graphics, carefully consider your use of multimedia features like videos, audio, or animated .gif files.
- While these features can add style to your presentations, they can also draw attention away from the substance. Yet when used sparingly and strategically, multimedia files can enhance your students' learning experience.
- You can use:
  - Audio to grab attention, or to demonstrate a concept.
  - Video to visually carry out an experiment.
  - Charts and graphs to demonstrate trends or results.
  - Animation to show progress or growth.

Keep design consistent

- Consistency is one of the simplest but most often overlooked aspects of a great presentation.
- The PowerPoint 2003 slide master tool ensures that your background, text placement, graphic placement, and transitions are the same for every slide.
- Keep in mind:
  - **Font size** Size **36** or larger works best as it can be seen from the back of the room.
  - **Font color** Darker fonts (or light fonts on a dark background) are best for visibility throughout the classroom.
  - **Presentation length** Keep your presentations relatively short, ideally no longer than 10 minutes.

Incorporate elements from other Office programs

- Use other programs from the Microsoft Office System to add variety to or organize your presentation
- For example, start your next presentation by outlining it in Microsoft Office Word 2003 and then sending it to PowerPoint 2003. This ensures the consistency of:
  - Title placement on each slide
  - Heading levels and fonts
  - Bullet styles and format

Office program Feature to import

- ☐ Microsoft Office Excel 2003   Tables, charts, and graphs
- ☐ Microsoft Office Visio 2003   Flowcharts and diagrams
- ☐ Microsoft Office Word 2003   Outlines, drawings, clip art, and tables

So that's how! Great PowerPoint features

- ☐ Overview
  - ■ Browse for a template
  - ■ Why browse?
  - ■ File types you can apply
  - ■ First steps: Select slides, browse
  - ■ Last steps: Select a file, apply
- ☐ Customize the title master
  - ■ What are masters?
  - ■ Benefits of the title master
  - ■ Inserting a title slide
  - ■ Changing the title master
- ☐ Optimize pictures
  - ■ Which pictures can your optimize?
  - ■ Resolution and compression
  - ■ Throwing away trimmings
- ☐ Package to a CD
  - ■ Reasons, scenarios, benefits
  - ■ The process
  - ■ Consider your options

Overview

- ☐ For every design template you apply in a presentation, there is a slide master.
- ☐ You can see this slide at any time if you open Slide Master view in PowerPoint (you'll get more about this view later in the lesson).

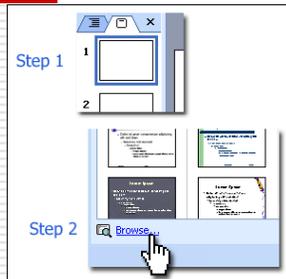Browse...

My Template
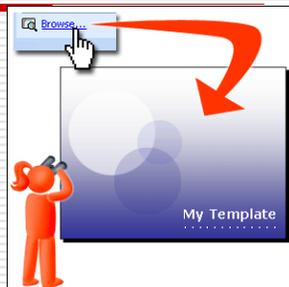
File types you can apply

- ☐ The Browse link in the Slide Design task pane enables you to apply a customized design from a file in any of these formats:

File format	What it is
.ppt	A regular presentation file
.pps	A presentation file that always displays in Slide Show mode when you open it from Windows Explorer
.pot	A PowerPoint template file

Slide Design

Apply a design template:

1 Used in This Presentation

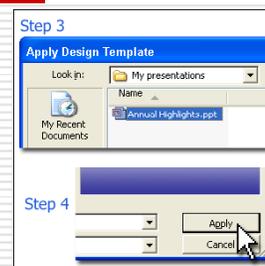2 Available For Use
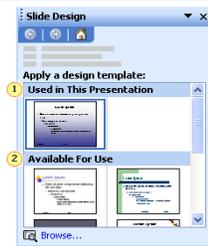
Browse...

First steps: Select slides, browse

- ☐ Select one slide: The design template is applied to all the slides that currently use the same template as the selected slide.
- ☐ Select multiple slides: The template is applied to just those slides.

Step 1

1

2

Step 2   Browse...

Last steps: Select a file, apply

- ☐ When you click Browse, the Apply Design Template dialog box opens to the default location for templates (.pot files). If you're after a .ppt or .pps file, browse to the folder it's saved in.
- ☐ All you do is select the file you want and click Apply.

Step 3

Apply Design Template

Look in: My presentations

Name

My Recent Documents   Annual Highlights.ppt

Step 4   Apply   Cancel

What are masters?

- For every design template you apply in a presentation, there is a slide master.
- You can see this slide at any time if you open Slide Master view in PowerPoint (you'll get more about this view later in the lesson).
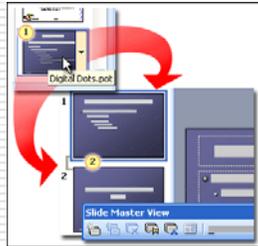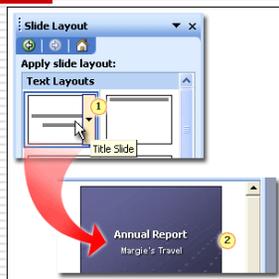

Benefits of the title master

❶ Whenever you apply a powerpoint template to your slides..

❷ a set of masters, consisting of a slide master and a title master, is added to your presentation file. These slides contain styles and work behind the scenes.
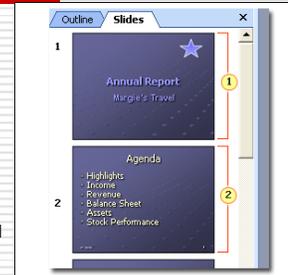

Inserting a title slide

❶ The Title Slide layout, which uses styles on the title master. Its name shows in a ScreenTip.

❷ The Title Slide layout applied to a slide: It has a title and subtitle, and is designed to look a little different from the other slides.


Changing the title master

❶ Open Slide Master view from the View menu.

❷ The slide master and title master thumbnails show as a pair on the left side of the view.

❸ Click the second thumbnail, the title master, to display it and make style changes that affect title slides.
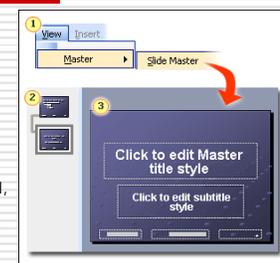

Optimize Pictures

Which pictures can your optimize?

❶ Insert the image using the Picture command instead of copying and pasting or dragging.

❷ A vector-type image, typical of many clip art pictures, cannot be optimized.

❸ A photograph is a good candidate for optimization.
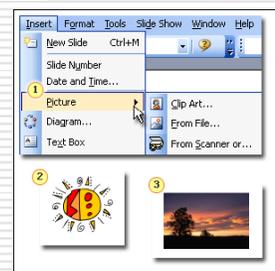
Resolution and compression

❶ Web/Screen optimizes the resolution to 96 dots per inch (dpi).

❷ Print optimizes the resolution to 200 dpi.

❸ Select No Change if you don't want the resolution touched at all and are choosing other options.

❹ The Compress pictures option reduces color format with no loss to picture quality. (This has the same name as the main feature button but has a specific purpose here.)
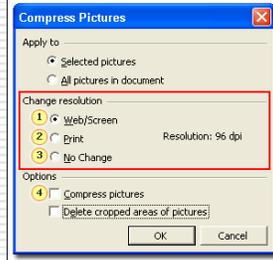

Throwing away trimmings

Crop an image and discard the parts you cropped.

❶ The Crop button.

❷ Area that's been cropped.

❸ To delete the trimmed portion, first click the Compress Pictures button on the toolbar.

❹ Then select the Delete cropped areas of pictures option in the dialog box.
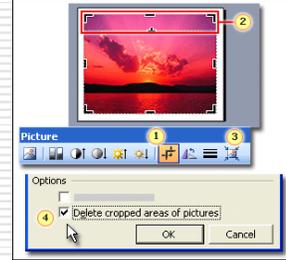

Package to a CD

Reasons, scenarios, benefits

☐ If you're an experienced presenter, you know that just because your presentation looks great on your computer, and all your sounds and movies run without a hitch, that's not a guarantee that it'll run fine when you copy it somewhere else.

☐ One issue is your media files. Videos (such as an .mpg) and many types of sound files are only linked to your presentation; they don't travel with it, and so you have to be sure they're available from the presenting computer.
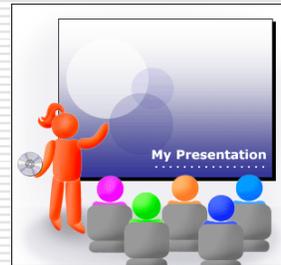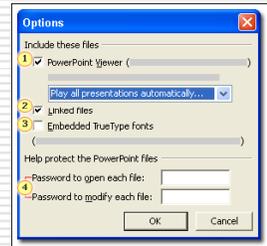

My Presentation

The process

❶ Name the CD or folder.

❷ To include files besides the current presentation and its linked files, click Add Files.

❸ By default, Options include the PowerPoint Viewer and linked files (more on these, next section).

❹ If you click Copy to Folder, you then specify its path, and the files get copied there.

❺ If you click Copy to CD, your CD burner is accessed and the copying begins.
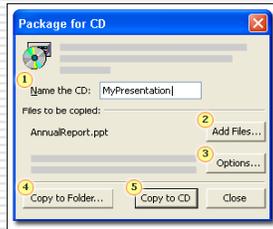
Consider your options

❶ The PowerPoint Viewer is included by default. Clear this check box if you don't need it.

❷ Linked files refers to all the media or other files that your presentation links to.

❸ If you choose to embed TrueType fonts, PowerPoint will embed those that do not have license restrictions.

❹ Use the password options to restrict the availability of your presentations for others to open or change.

Have a nice presentation!

Create eye-catching presentations

Microsoft Office