Lesson Plan: Learning to use PowerPoint

Note: This presentation is for those who have used PowerPoint before and feel comfortable with making a basic presentation, and are interested in learning how to do the following things:
- Insert art, photos, video, & audio clips
- Insert graphs and charts (like from Excel)
- Use their own image for the slide background
- Use of colors
- Use of animation/transition features
- How they can work on their timing

Making your own presentation
All of you will be giving presentations soon, so you can use this opportunity to think about what you would like to include in that presentation. Let's start by opening Ppt and making a few slides for practice.

**I. Designing your slides: The Slide Master**
The Slide Master lets you create a single slide with the design you want for all the slides in your presentation.
- *To create a Slide Master*:
  - Go to View> Master> Slide Master
- *To change the Slide design*:
  - Right click on the Slide Master and choose Slide Design
  - Choose from templates on right side
- *To change the font for your slides*:
  - Right click on text field and choose Font. Use the dialog box to set new font.
  - You can change text color, size, and font here
- *To set the slide transition* for your presentation:
  - Right click on Master slide and choose Slide Transition.
  - Choose from transitions on right side.
  - Click on the transitions to pre-view.
  - Change timing of transition on bottom right of transition list: fast, medium, slow.
- *To add a picture* to show on all your slides:
  - Go to Insert> Picture> From File
- *Close Master slide*: Go to View> Normal

II. Inserting pictures or art
- Go to the slide where you want to have a picture
- Insert > Picture > From File
- Resize picture by dragging the sides or corners

- Change contrast, brightness, crop, etc with picture toolbar. If it is not visible, right click on picture and choose Show Picture Toolbar (see below)
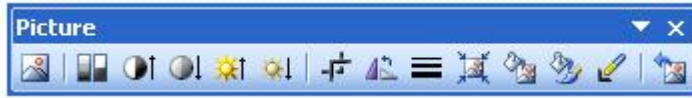
- You can **insert a picture as a background** for a single slide or for all of the slides.
    - o If you want the picture as a background on one slide, go to that slide and Insert > Picture > From File
    - o If you don't have a picture file with you, Find the folder **PowerPointSampleFiles** and choose oneduck.jpg
    - o The picture will be inserted on the slide
    - o You can resize it and reposition it by dragging corners.
    - o If you want it as a background:
        - ▪ right click on the picture and choose Order > Send to back (This will put the picture behind any text or other objects you have in the slide.
        - ▪ If you want the picture to be faded, right click and Show Picture Toolbar. Then you can click on and choose Washout.
        - ▪ You can also use the menu to change the picture to greyscale.
        - ▪ If you just want to adjust the brightness slightly, you can use the sun buttons on the picture toolbar.
    - o If you want to have the picture as a background on all your slides:
        - ▪ Go to View > Master > Slide Master

III. Inserting graphs/charts from Excel

- The easiest way to do this is to open your Excel file and copy and paste directly into Powerpoint.
    - o In the sample folder, you will find a file called: StudentQuestionnairesAllSchools.xls
    - o Double click on this file to open it
    - o Select the graph on the tab AllSchoolEnjoy
    - o To copy it, click Ctrl + C
    - o Now, go to your powerpoint slide
    - o To paste the graph, click Ctrl + V
    - o You can resize and reposition the graph on the slide
- PowerPoint also has a sample chart to help you insert a chart.
    - o Go to Insert > Chart
    - o This will insert the PowerPoint sample chart
    - o Click on the datasheet (spreadsheet)
    - o On the menu at top, choose Edit > Import File
    - o Find the folder **PowerPointSampleFiles**
    - o Select AllSchoolEnjoy from the list
    - o The chart should be automatically inserted into the slide

  o You can resize and reposition the graph on the slide

IV. Inserting Audio or Video into your slides

- Powerpoint will import many kinds of *video files* directly, including .avi, .wm, and .mpg.
  - o Go to the menu at top and choose Insert > Movies and Sounds > Movie from file
  - o Look in your folder and select the file
  - o PowerPoint will create a movie player into the slide
  - o You can resize the video window by dragging the corners
  - o You can set the video to play automatically or wait for you to click on it
- *Audio files* are also easy to import.
  - o Go to the menu at top and choose Insert > Movies and Sounds > Sound from file
  - o Find the folder **PowerPointSampleFiles**
  - o Choose the file called heartbeat2.wav and enter
  - o PowerPoint will put a picture of a loudspeaker on the slide, which you can move around
  - o PowerPoint will ask you if you want the file to play automatically when you come to the slide or wait for you to click on the loudspeaker.

V. Special effects
- *Animate your text*
  - o Click in the text box of the text you want to animate
  - o In the top menu go to Slide Show > Animation Schemes
  - o A selection box will appear on the right-hand side of the screen
  - o Choose one of the animations
  - o When you are giving your presentation, you will need to click to have each bullet point show up
- *Add transitions to your slides*
  - o You can have one slide transition for all slides either by adding it to the Slide Master (see above), or by adding a slide transition and applying it to all slides
    - ▪ Go to the top menu and choose Slide Show > Slide Transition
    - ▪ A list of transitions appears on the right.
    - ▪ Choose the one you want from the list, and click on the Apply to all Slides button at the bottom of the slide.
  - o If you would like to have a slide transition for a single slide:
    - ▪ Go to the top menu and choose Slide Show > Slide Transition
    - ▪ A list of transitions appears on the right.
    - ▪ Choose the one you want from the list, but do not click on Apply to all Slides!
- *Sometimes a little goes a long way!!*

VI. Giving a presentation in PowerPoint

- **F5** key to start presentation from beginning
- **Click on** (in lower left part of working screen) to start at current slide
- **Arrow keys or Enter** to advance to next slide
- **Right click** – brings up onscreen menu when in presentation
- **Mouse over lower left corner** of screen to see control buttons, when in presentation
- **Practice timings:** use the PowerPoint "**Rehearse Timings**" – Go to Slide Show > Rehearse timings. PowerPoint will start your presentation and you can begin practicing your talk. At the end, PowerPoint will tell you how long you spend on each slide as you go and the total time for the talk.

VII. Save as a webpage

VIII. Hints for giving a good PowerPoint presentation:
- *Make sure your slides are legible* (can be read and understood)
    o If the text is too small, people won't be able to read it.
    o If your pictures are too small, people won't see them.
    o If your graphs are too complicated, people may be confused.
- *Don't read from your slides*. Use your slides to show main points and illustrations.
- *Practice before you give your talk.*
    o How long does it take? (is it too long or too short?) Remember: many people speak faster in front of an audience
    o Be familiar with your computer. Can you smoothly start and run your presentation?
    o If possible, practice with a friend.
    o If you practice alone, you can use the PowerPoint "**Rehearse Timings**" – Go to Slide Show and choose Rehearse timings. It will tell you how long you spend on each slide as you go and the total time for the talk.

On your own:
Tutorials online for help or to refresh your memory

http://depts.washington.edu/sacg/facilities/workshops/computing_essentials/powerpoint/

http://www.electricteacher.com/tutorial3.htm

Thoughts about PowerPoint from an information representation expert:
http://www.wired.com/wired/archive/11.09/ppt2.html