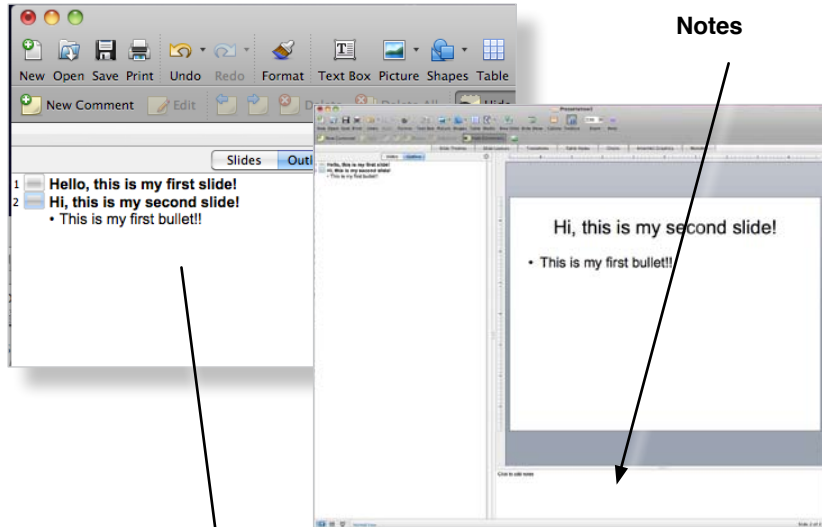


# PowerPoint 101

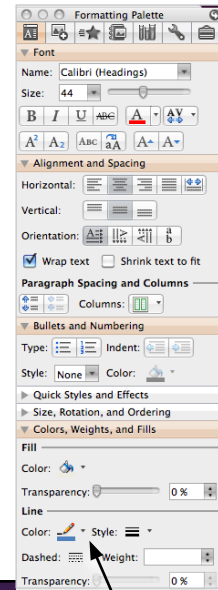
## Workspace

First, get to know the palettes and controls. Here, we will focus on the Slide vs Outline, Notes, Slide Layouts, and the Toolbox or Formatting Palette.

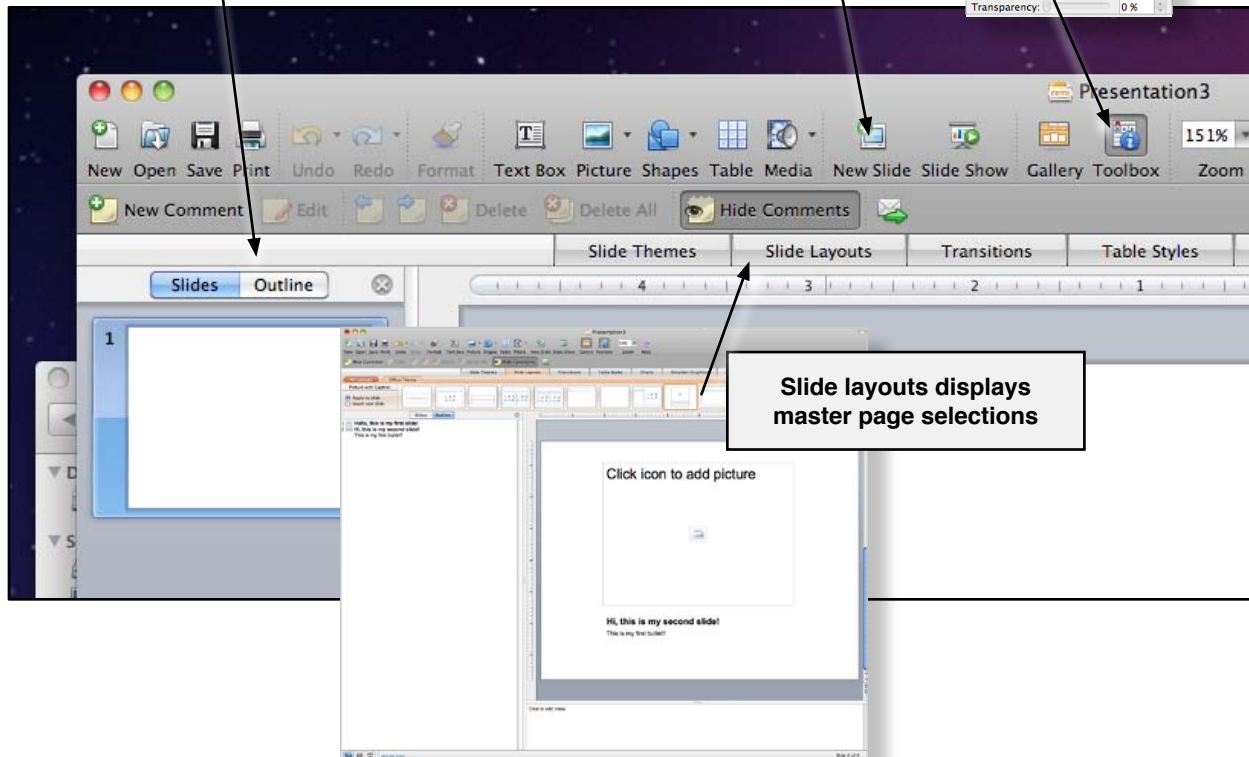
Slide vs Outline



Toolbox or Formatting Palette



⌘ N (new slide)

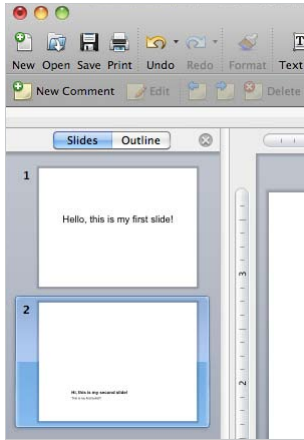


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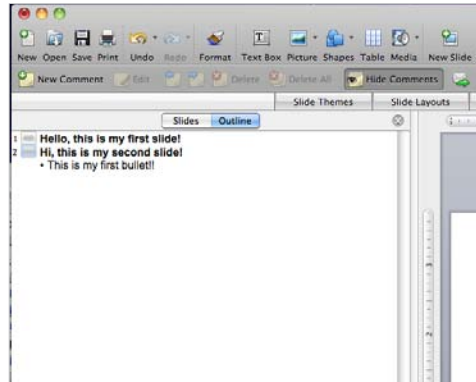
## Slide vs Outline

Selecting “Slide” displays a thumbnail image of each slide. Outline displays the text on each slide, and allows for easier control while typing text into slides.

Slide



Outline



**Begin typing into the first slide.**

**Return:** creates a new slide

**Tab:** skips down to the next style level (bullets)

**Shift Tab:** move back up to the previous style level

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## Notes

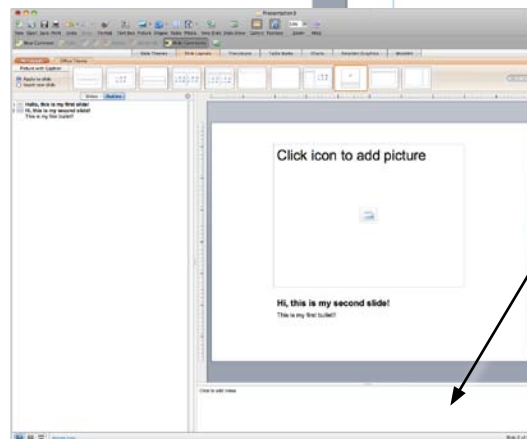
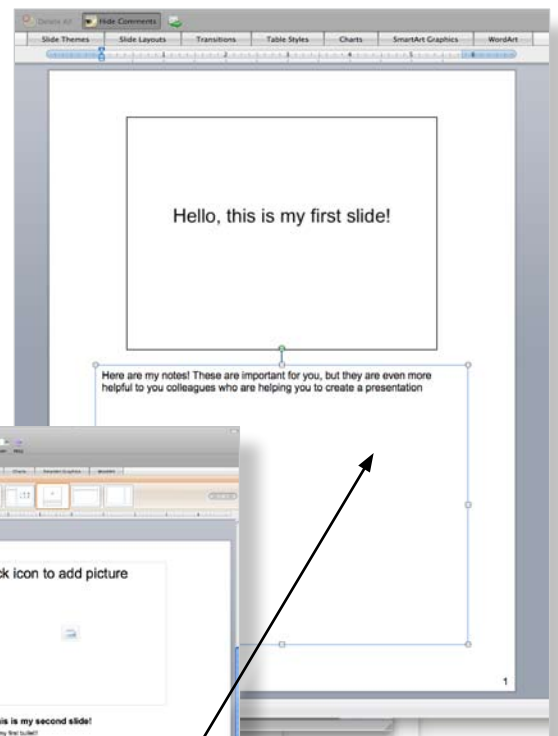
Notes can be added to your Microsoft PowerPoint presentation as an invaluable aid to jog your memory while you are delivering the presentation. They are a good way to keep you focused on the material at hand and to stop you straying too far off topic. An added bonus is that you can use those notes to create handouts for your audience.

PowerPoint notes are not viewable by members of your audience, so you needn't feel self-conscious about what you put in them. They are only visible to you as you prepare your presentation and on printouts of the slides if you choose to print them.

**Select:** View > Note Page to see what your notes page will look like when printed

or

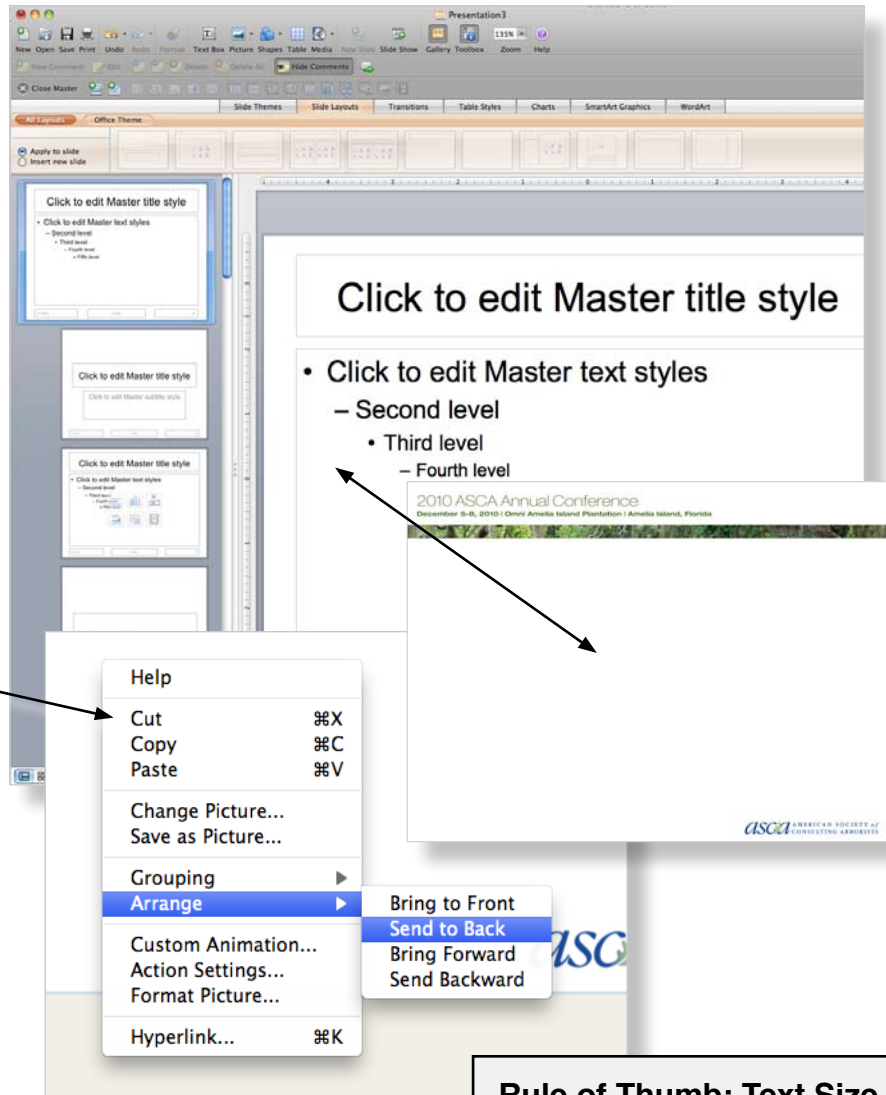
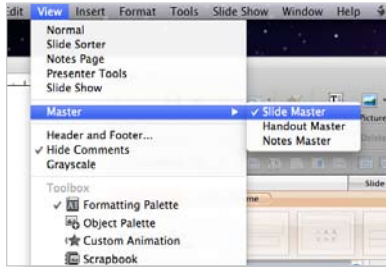
simply type in the field below the main slide window.



# Master Pages

Please, please, please always use your master pages! You should have a Master for every slide. First create a master, then adjust it to meet your needs as you create your slide show. If you need a new slide that varies—create a a Master for it—you may need that same layout later on in the presentation.

Select:  
View > Master > Slide Master



## Add a Background Image

Drag an image from your desktop into your PowerPoint. Then right-click or control-click to reveal the following dialogue box.

Select Arrange > Send to Back.

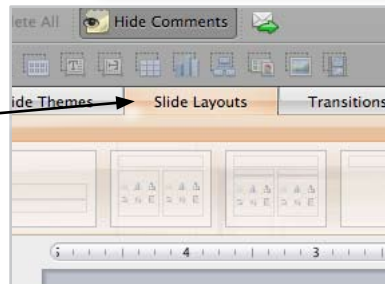
This image will now appear in all of your Masters.

## Change the Typeface, Color and Size

To change the Typeface for the title, simply select the text in the title box and make changes using the Formatting Palette (see page 1). These changes will be applied to all of the Masters. Do the same to the master text style box below that.

## Apply a New Master to a Slide Using Slide Layouts

Select: Slide Layouts, to reveal all of your Master Pages. Click on the desired Master to apply to you slide.



**Rule of Thumb: Text Size**  
**Minimum** 18 pt for text  
**Maximum** 40 pt for titles

Always consider the room size and audience and the size of your screen. **Keep sentences and titles short!** PowerPoint is a speaking aid not book.

## Create a Consistent Image Size and Orientation

In Slide Master, Select the Master named: Picture with Caption Layout. Change the size and position of the image box. Select: “View > Normal” to go back to your presentation. Click “New Slide”, Then click on the “Picture with Caption Layout” Master, from the orange Slide Layout menu. Simply drag your images into the frame and they will automatically fill the box.

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# Tips for Better Power Point Presentations

## 1. Limit the number of words on each slide:

Fifteen words should be the maximum on any slide! The presentation should not be a reading report! Only a few words or a phrase to emphasize or reinforce an idea are all that is needed.

## 2. Use a bold, simple and large font:

Veranda and Arial (emboldened) are my favorites due to high screen legibility. Minimum font size should be 18pt but my average font size is 40pt to allow for easy reading in the back of the room. Also, keep the fonts consistent throughout the presentation and use no more than two different font types.

## 3. Use transitions wisely:

You can always tell a new PowerPoint user who has just discovered slide transitions: words are flying in from every direction often with more sound effects than a StarWars movie. Speakers must keep in mind that they are the show - not what is on the screen. Transitions often distract from the message. I typically use dissolves (the least jarring transition there is). When I change to a major new topic, I will use Uncover Right-up to subtly indicate that it is a new topic. Slide build transitions should be used when indicating direction (i.e. flow chat, graphs, etc.) For example, I will use a wipe right when using a line graph, subtly reinforcing the direction of time helping the audience to read the graph. Judicious use of transitions can help an audience know where you are going, rather than distract them.

## 4. Avoid stock templates:

Stay away from the standard background templates that come with the program. Instead, use a custom template to make your presentation look different right from the start. Many are downloadable for free from the Internet (go to [www.google.com](http://www.google.com) and search on the phrase: "free PowerPoint templates"). Choose a design template where the words are easily distinguished from the background: Avoid busy backgrounds, or ones with hard-to-read fonts, or fonts with equal color density to the background (i.e. the worst case would be bright green letters on bright red field).

## 5. Let the audience know where you are going:

PowerPoint is great to help audiences know where you are in a program. List the agenda (what will be covered); key points; use topic headers at the top of your slides; use thematic clipart for each subject area; use full screen titles to announce major presentation transitions; include a conclusions slide (what was covered). The more you help an audience know where you are going, the more they will stay with you and learn.

## 6. Use a wireless advance mechanism:

Do not be tethered to your computer. I use a very small radio frequency device from L3Sys.com ([www.l3sys.com](http://www.l3sys.com)). It has just two buttons (forward and reverse), requires no special software (it can be used with any computer), and has more than a 100' (30M) range. I never have to think about walking over to the computer or have someone else advance the slides - my full concentration is where it should be - on the audience! People often ask me how I advance my slides as the unit is so small and it is attached to my palm with a light rubber band so that I can use both hands for gesturing -- they don't see it at all.

## 7. Use pictures and graphs:

The old adage that a picture is worth a thousand words has never been truer than with computer presentations. Pictures add interest, they can reinforce themes, they can add humor, and they can show in a few seconds what it would take minutes to explain. I use pictures, screenshots or thematic clipart on nearly every frame.

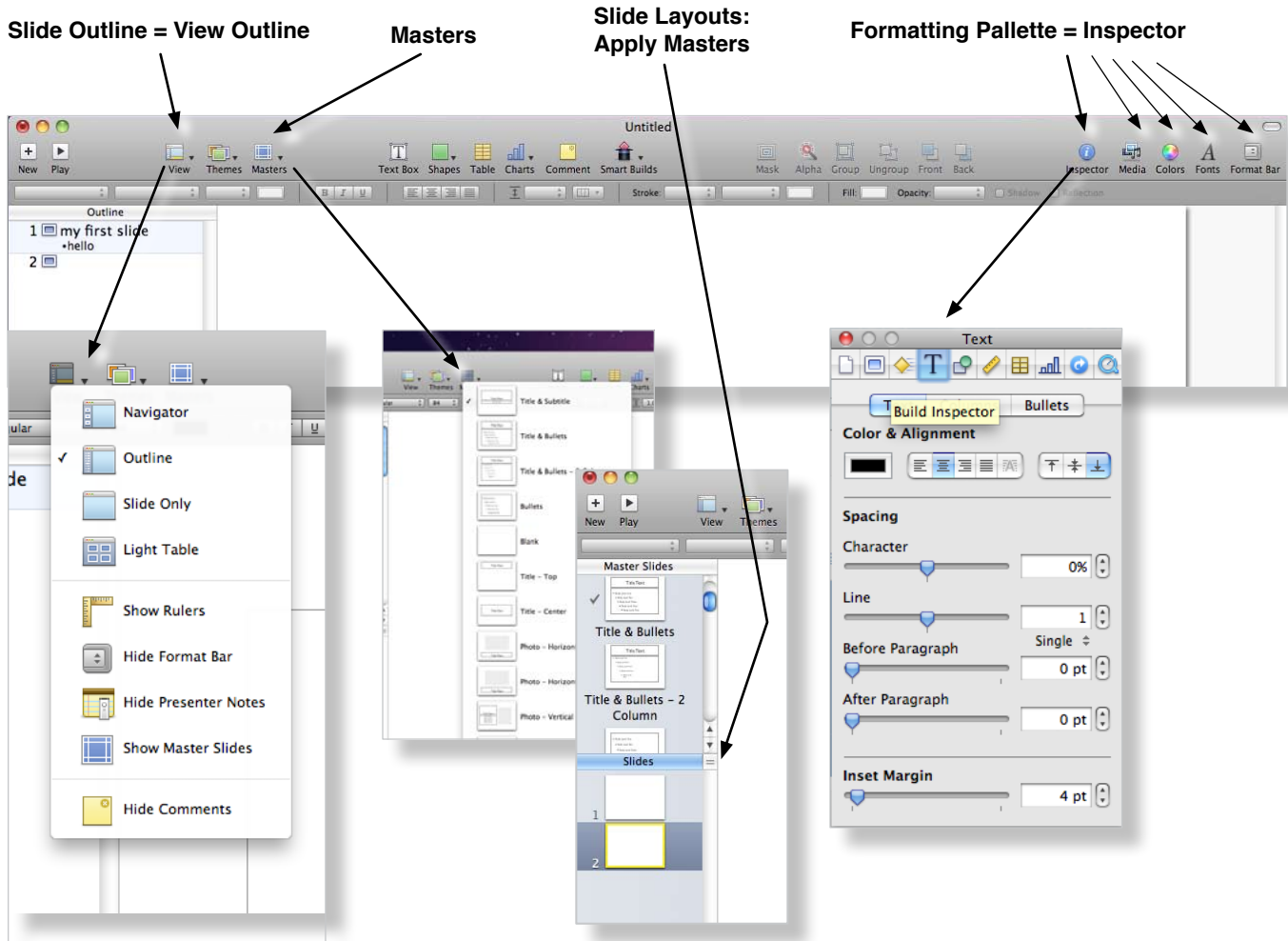
From Avoiding "Death by PowerPoint"

Updated 2005 Corbin Ball Associates

# Keynote 101

Essentially the same as Powerpoint, here are the differences:

All of the tools and palettes have different names and locations:



**Notes:** View > Show Presenter Notes