

Elements of an Effective PowerPoint Presentation

Here's what I'll be looking for on *your slides* in your presentation:

Content-related Features of an Effective PowerPoint presentation

- Content sequenced logically
- No more than 6 lines of text per slide
- Text sparse (remove unnecessary words)
- One idea per slide
- Bullets one-line long (6 words each)
- Follow the 6 x 6 rule for usable slide—
- 6 lines of text per slide, no more than 6 words per line

Format-related Features of an Effective PowerPoint presentation

- Formatting used to convey meaning, such as bullets, font size and color
- Bullets use parallel language structure (i.e., all begin with verb, or all with noun)
- Font size readable (no smaller than 24pt.)
- Color and design do not distract from message
- Color and design add to organizational structure
- Handout for note taking is distributed to each classmate

Extra Credit of 1 point for each of the 2 following accessibility features
(See PowerPoint on Creating an Accessible PowerPoint presentation on Adding an ALT tag to your PowerPoint graphics)

- a. At least two images with an **ALT tag**. See PowerPoint PPT on Adding ALT tag. To do so, you'll need to add two graphics to your PowerPoint presentation. Instructions on how to add a graphic can be found near the end of this Word document
- b. **Notes for Participants** contained in the Note section of each PowerPoint slide. (Instructions for providing Notes are also suggested towards the end of this document.)

The PowerPoint on Adding Accessibility Features to your PowerPoint Presentation provides steps for adding ALT tags to at least two graphics you have included within your PowerPoint presentation, and adding Notes for participants (students) to all of your slides. Remember, these are **OPTIONAL** features, worth one extra credit point for each feature.

Creating a PowerPoint presentation

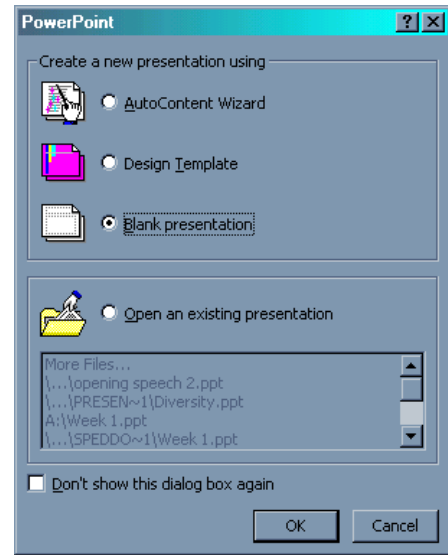
Create new presentation

Start up PowerPoint; you'll see a dialog box similar to the one at right:

Choose "AutoContent Wizard" if you want to follow one of the predefined contents included. (This is primarily for business.)

Choose "Design Template" to pick an overall color and font scheme for your layout.

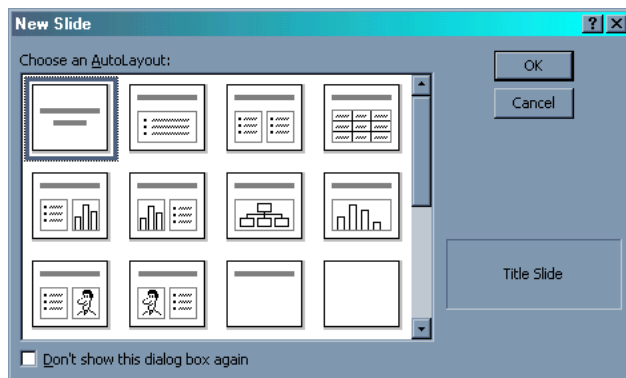
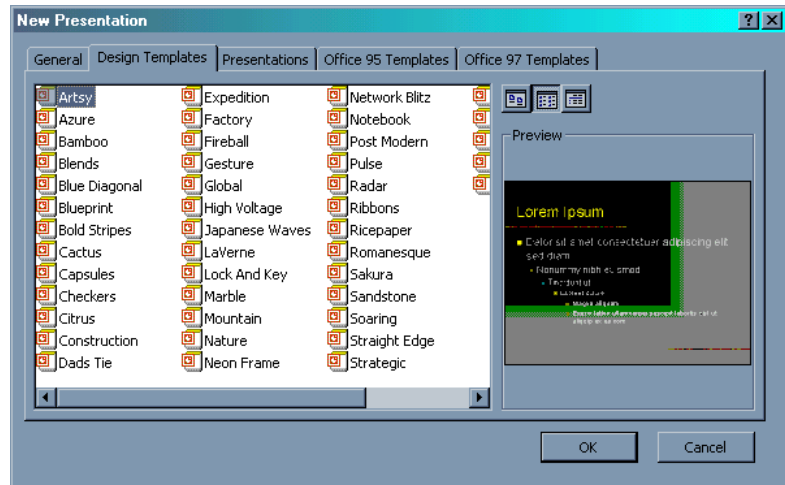
Choose "Blank Presentation" if you want to apply color and fonts yourself. (This is the best option if you're planning on distributing copied versions in class depending on what kind of printer you have.)



Design Template

There are a variety of predefined templates available to choose. These templates have preset fonts, sizes, styles, color, bullets, background, etc to make a colorful presentation.

Choose a dark background if you plan on displaying through the computer monitor or projector. Choose a light background if you plan on creating transparencies or handouts.



Slide Layout

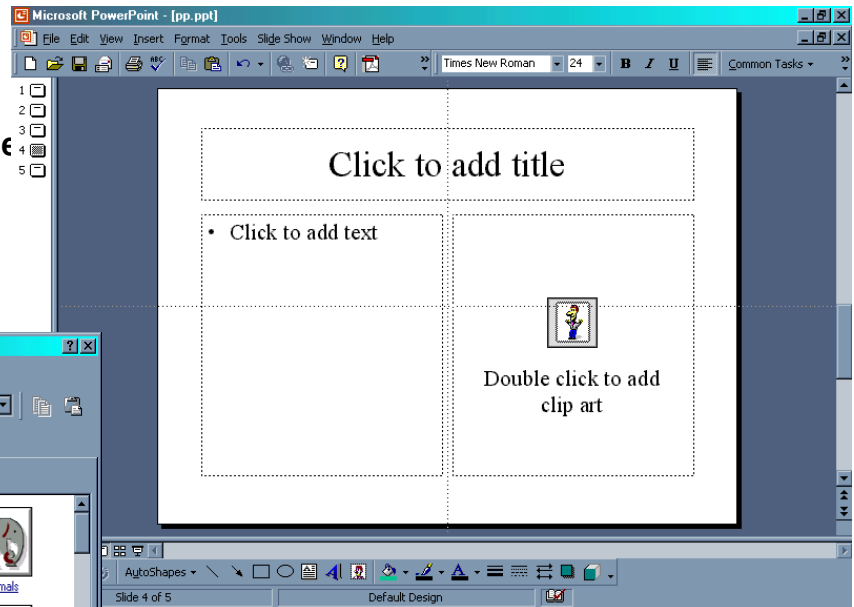
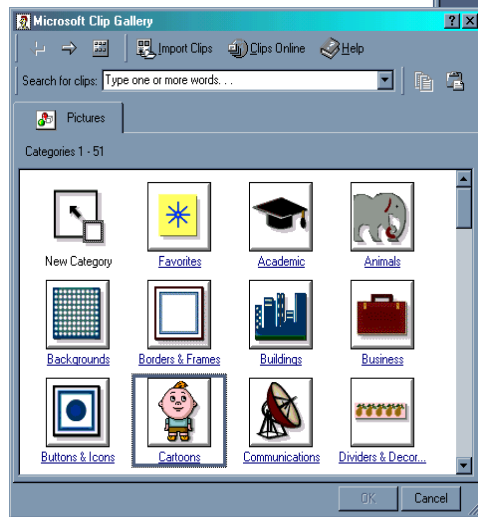
You have a variety of slide layouts to choose from, or you can layout your own. As you can see from the dialog box at left, some with charts you've created in Excel, others with clip arts, even movie clips can be inserted into your PowerPoint presentation.

Adding text to your slide

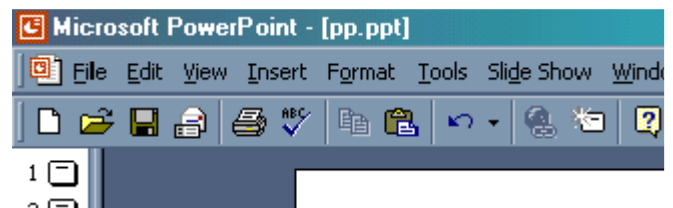
Using the slide layout you selected, entering text is as easy as clicking the mouse.

Adding clip art to the slide

There's even a place holder where you can "add clip art." Just double click and select from the Clip Gallery. Press [OK] to insert.



Parts of the screen



The first three icons under the menu bar are the "New Slide," "Open Existing Presentation," and "Save."



In the bottom left corner of your screen are these five icons.

- "Normal View" which shows the slide to the right and a portion of the outline view along the left.
- "Outline View" which is just the text from your slides. When you're entering a lot of text into a series of slides all sharing the same layout, use this mode. By pressing the enter key a new slide will be created using the exact same layout. You'll have to toggle back to "Normal View" to add the bulleted text.
- "Slide View"
- "Slide Sorter" shows all of your slides on the screen. From here you can move the order in which the slides appear.
- "Slide Show"

For illustrations of both the **CONTENT** and **FORMAT** features of an effective PowerPoint presentation view the tutorial available at: <http://www.hsph.harvard.edu/it/slides>. You will be evaluated on your use of some of these features. See Field Observation Presentation Rubric for specifics.

Adding YOUR NOTES to each PowerPoint slide:

1. Go to Normal View,
2. Notice the space underneath the box containing the text or images of your PowerPoint slide.
3. If the Notes box does not automatically appear, then go to the slide you wish to add your own notes to, click on the slide, go to View on the menu bar, and select Notes Page.
4. Click the cursor in this box, labeled Click to Add Notes,
5. Write notes to remind yourself of what you wish to say to expand upon the bullets and images on your slide

These Notes will not show up when you project the PPT slides during your presentation, but you may print them by selecting Notes on the Print menu page.

You may also print both the slide and notes. Go to File, Send to, Microsoft Office Word. A menu will appear presenting options of formats you may select for saving your PowerPoint presentation as a Word document. For example, you may select to save each slide with notes below on a separate page, or two slides with accompanying notes on one word document page. Save the Word version of your PowerPoint presentation, and then print it.

These notes can also be helpful to students who are not able to attend your presentation, and those for whom taking notes of what you present is a challenge (e.g., those with difficulty writing or seeing)

Adding Voice Narration

To do this procedure, you'll need a microphone.

1. Display the slide you want to add a sound to.
2. On the Insert menu, point to Movies and Sounds, and then click Record Sound.
3. To record the sound, click Record.
4. When you are finished, click Stop.
5. In the Name box, type a name for the sound, and then click OK.

A sound icon appears on the slide.

Tip To animate the sound so that it plays automatically in an animation sequence, select the sound icon, click Custom Animation on the Slide Show menu, and then select the options you want.

Miscellaneous notes

If you don't have PowerPoint available at home or work, then you can write your slides **using your word processor**. Snag your images from the Internet using one of the methods described above. Save your document and bring it to school on diskette. Then when you have a computer with MS Office on it, start up both Word and PowerPoint. Use the toggle method of moving back and forth and copy and paste your text and images into PowerPoint.

Printing note pages, handouts, and slides are all accomplished in the Print box under the File menu.

Slide Show Animation / Transition



To set up the transition from slide to slide, go to the menu bar and select [Slide Show / Slide Transition]. You're then presented with this dialog box, where you can determine how the screen changes from slide to slide, under "Effect." Use "sound." And decide how you will "advance" from slide to slide.

For the live presentations, use "Advance On mouse click" option so that you have enough time to talk about each of the screens.

Snagging pictures from the Internet for your presentation

There are several ways of incorporating pictures into your materials.

If you have enough memory you can run your browser and application (usually PowerPoint or word processor of choice) and toggle back and forth, **copying and pasting**, without having to save your images individually. Instead they're saved directly in your document. Toggling on the PC is done with the task bar located at the bottom of your screen. On a Macintosh, it is going to the pull-down menu at the top right corner of your screen.

The second method is **saving your images** from your browser as an image file, and then inserting the picture into your final document. The third method is inserting digital pictures taken with your digital camera.

In your browser, find the picture you want to use. With a PC, click on the image using the **right click button**. On a Mac, **click and hold** down the mouse button. You're then presented with a list, one option is to copy the image and another option is to "save as" a file. Choose whatever option you want, copying and pasting or saving your image.

If you're toggling (copying and pasting), toggle to the other application, go to the [Edit] menu and select paste. You can then move your image around your document. Continue snagging pictures that you want. Save your final document and the pictures will be saved along with it.

If you're saving the images, continue saving. Then in your application, choose [Insert / Picture > From File] and select the image you want inserted.

To **resize** the image, click on it. You'll then get control boxes on each of the four sides and diagonals. Move your mouse to one of the corner buttons, press the shift key (so that the image is resized proportionally) and drag the corner down to the size you want.

New! Google Images

Point your browser to <http://www.google.com> then click on Images along the top. Type what you're looking for, like children, classroom, globe, etc. Then you can see all the pictures Google found. Right click on the image you want and copy it, then paste it into your PowerPoint presentation.