

PowerPoint 2010 tutorial

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The fundamentals

How to Create a New Presentation

1. Click the **File** tab and then click **New**.
2. Click **Create**.

How to open a Presentation

1. Click **File** then **Open**.

How to save a presentation

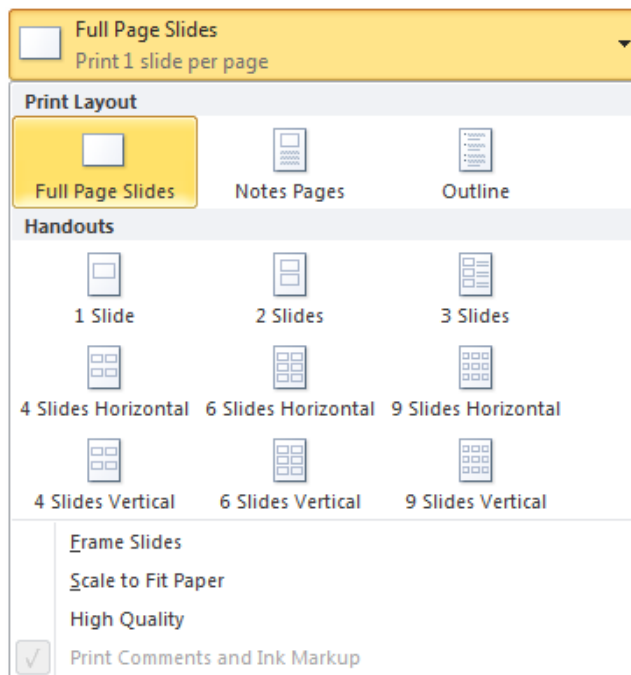
1. Click the **Save** button on the Quick Access Toolbar.
2. Give the presentation a name and save it into a memorable location.

Printing presentations

There are several options when printing PowerPoint presentations. You have the opportunity to print full page slides, slides with notes, an outline or handouts.

Print Layout

1. When **full page slide** is selected each slide will print on a separate piece of paper.
2. With **Notes Page** selected each slide will print with its corresponding notes on a separate piece of paper.
3. When **Outline** is selected you will be printing the titles and bullet points of each slide in an outline format.



Printing Handouts

Printing handouts will allow you to print anywhere from 1 to 9 small slides on each page. If you are looking to print slides and have an area to the right of each slide to take notes on select 3 slides in the handout section.

You will also have the ability when printing to frame the slides, scale the slides to fit the paper and increase the printing quality by selecting these options. When any of these are selected a checkmark will display to the left of each option.

Slides

Inserting new slides into a presentation

1. Click the **Home** tab then click **New Slide**



2. Or Press <Ctrl>+<M>

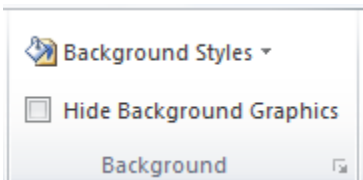
Changing the slide layout

1. Click the **Home** tab then select a new layout by clicking **Layout**.



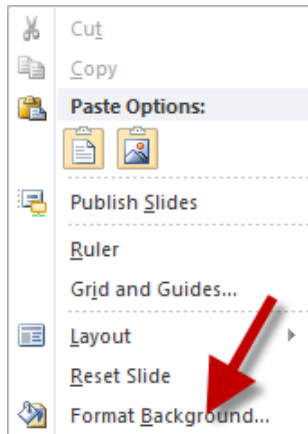
Changing the slide background using the Background Styles button.

1. Click the **Design** tab, click the **Background Styles** button and select a background.

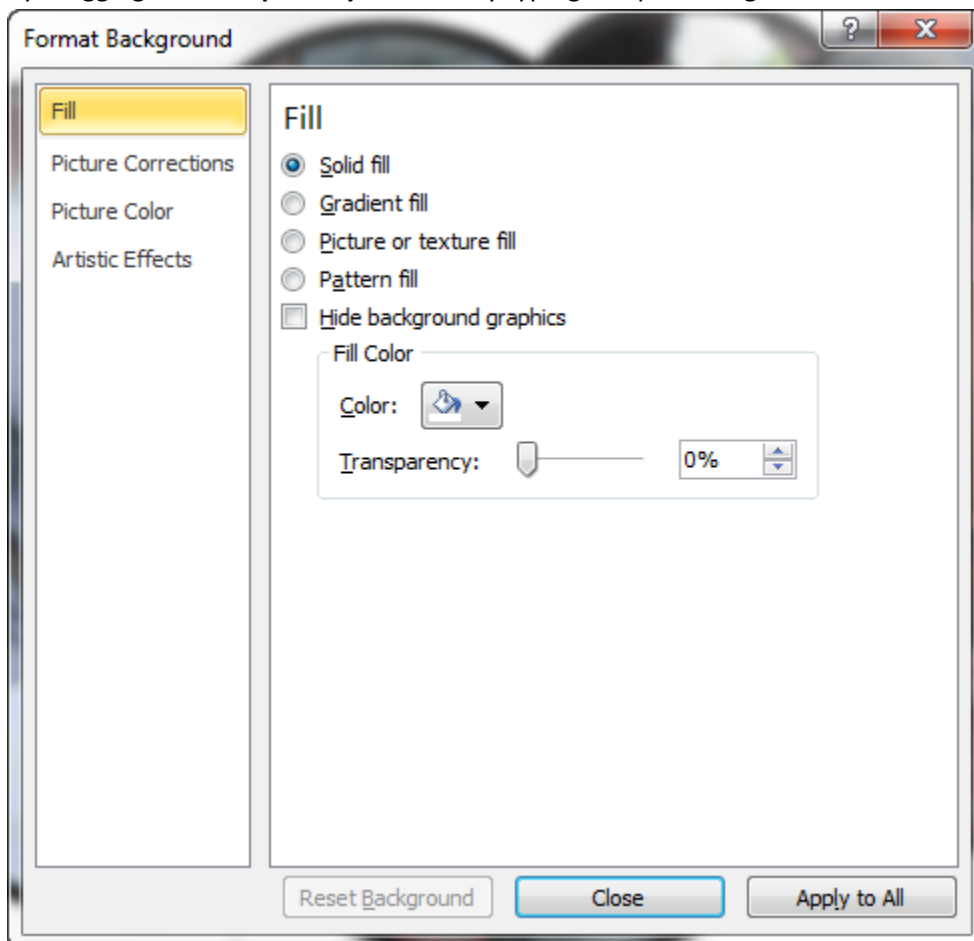


Changing the slide background using Format Background.

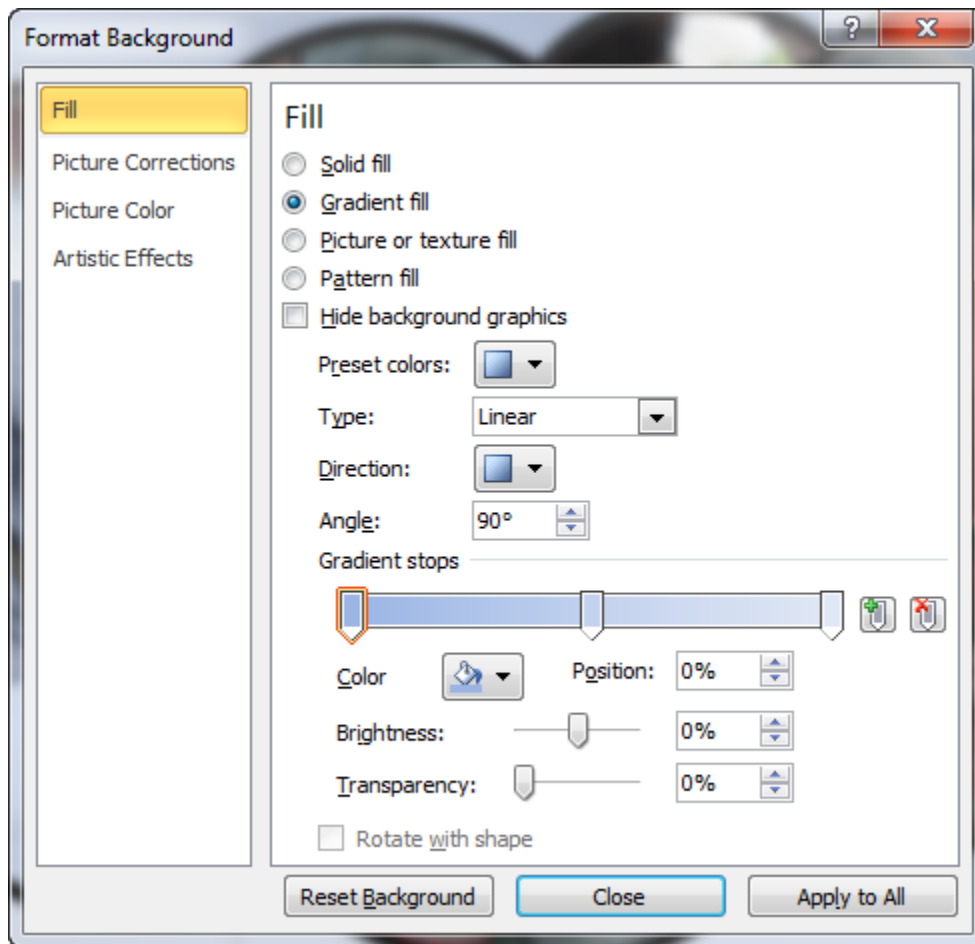
1. **Right-click** on the current slide background. **Be sure you aren't right-clicking on a picture.**



2. Click **Format Background** then select which fill option you would like.
3. **Solid fill:** Selecting solid fill will allow you to fill the background with a solid color. Select the fill color by clicking the **dropdown color menu**. You can also **adjust the transparency** of the color by dragging the **transparency slider** or by typing in a percentage.



4. **Gradient fill:** Selecting gradient fill will give you the options to fill the screen with a gradient. When using this option you can select preset colors by **clicking the corresponding dropdown menu**.



Gradient types

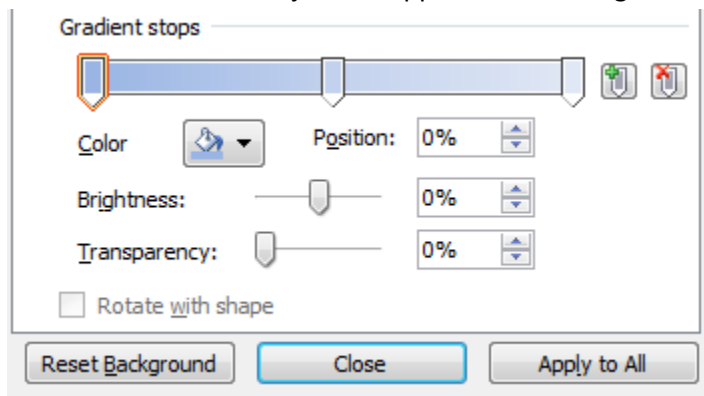
The **Type pull down menu** gives you options for selecting how the colors are displayed. **Linear** will give you a gradient that follows a straight path. **Radial** will give you a gradient which travels outward from a centralized point. **Rectangular** will produce a gradient that emanates from a rectangular shape. **Path** will give you a gradient which flows from the center out to form a rectangle. **Shade from title** will produce a gradient which flows from the title section of the slide.

Adjusting the Gradient stops

By clicking on areas of the gradient you will have the opportunity to change the color of sections of the gradient. **Do this by clicking on the section you would like the color to change** and then clicking the **dropdown Color menu** and selecting the color you wish to see. This will create a **Gradient Stop**. If you find that you would like **to remove one of the gradient stops** simply click the **stop** and then click the **gradient stop delete button**. If you would like to **add a stop** then



select the gradient stop add button. Each stop will correspond to a different color. You may slide them around to adjust the appearance of the gradient.



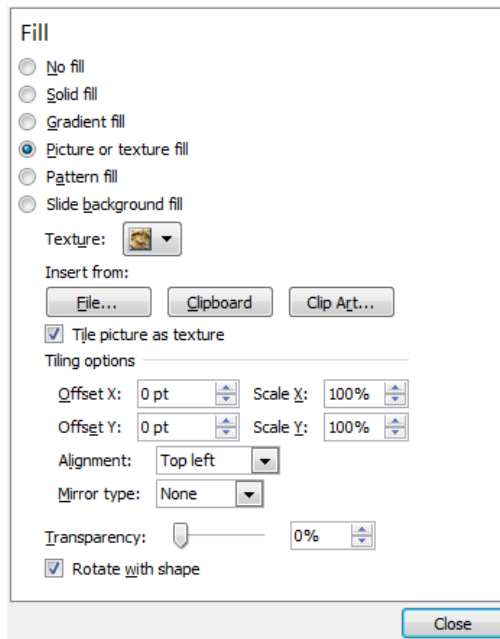
Gradient Brightness and Transparency

To adjust the brightness and/or the transparency of the color in the gradient **slide the corresponding sliders left or right** depending upon your needs.

Apply to All will apply the background to all of your slides. If you would like to change only the one slide just click the **Close** button.

5. **Picture or texture fill:** You can insert **pictures as a background** using this selection.

Click the **Insert from File** button to select your picture. I tend to avoid clip art, but if you must you can select the **Clip Art** button instead.



If you would like to tile the picture (this means repeat the picture over and over again on a slide) you should select the Tile picture as texture checkbox.

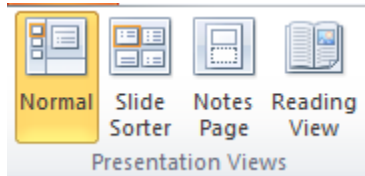


When you add a picture as a background you lose some of the ability of adjusting its placement. Often times pictures will become stretched and distorted. You can adjust this by modifying the **Stretch Options**. Click the up/down arrows next to any of the offsets to change how the picture looks.

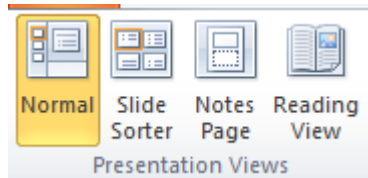
You may also adjust **the transparency of a picture** background by sliding the **Transparency** slider.

Views of Slides

Clicking on the **View** tab gives you access to the different **Presentation** Views.



In the bottom right of the PowerPoint screen you will also find buttons that you can also quickly access the different views. You can also access these different views by clicking on the View tab and going to the Presentation Views group.



Normal View is what is typically used to create and edit PowerPoint slides.

Slide Sorter View is what is typically used to edit entire PowerPoint slide shows. You have the ability to move sections and slides around as needed.

Reading View gives you a quick screen of what the presentation will look like when you are presenting. One of the nice things about this view is that you can see the presentation without it taking up the entire screen.

Slide Masters - Viewing the Slide Master

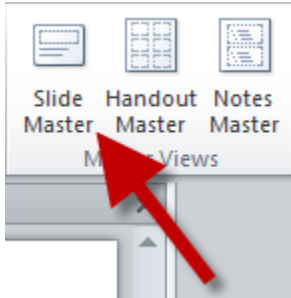
A slide master is a slide which stores information about the theme and layout of your presentation. This includes information about backgrounds, color, fonts, effects, placeholder sizes, and positioning. Using a slide master can save you a lot of time because you don't have to type in the same information on more than one slide. This can be very helpful if you have a long presentation with lots of slides.



Slide masters allow you to create templates that you can use over and over within a presentation. You can have more than one slide master in a presentation.

How to set up your Slide Master!

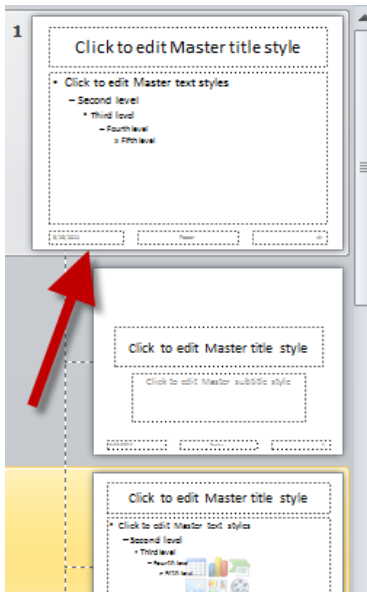
1. Click the **View** tab and then click **Slide Master**.



2. Notice that a **new tab** named **Slide Master** is now available in the menus. This is important because if you happen to click another menu while working with a master slide you may wonder how to get back to it. Look for the tab called **Slide Master**.



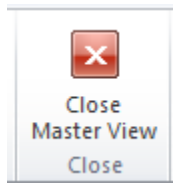
3. Notice that you can see your **main master slide**. It is the slide in the list that is larger than the others. All of the slides that are smaller beneath the master will be layouts that are available to you when clicking the **New Slide** button on the **Home** tab.



4. If you **modify the Master slide** it will carry over to the rest of the slides. This includes backgrounds, fonts, footers, etc.
5. You can **add a layout slide** or modify any of the layout slides.
6. You can also **add a placeholder** to any of the slides. Place holders are areas on the slide to put items such as text, pictures, or a number of other items.
7. You can **rename your modified Master slides and Layout slides** by clicking the **Rename** button on the **Slide Master menu**.



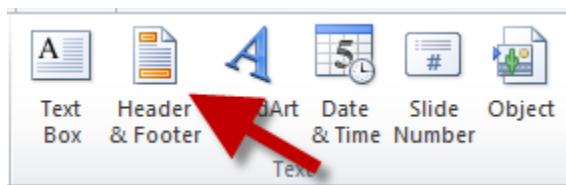
8. When you are finished modifying the Master slide or any of the layout slides click the **Close Master View** button.



9. Now when you are in the Home tab you can select the **drop down arrow** next to **New Slide** and see all of the layout options available to you.

Inserting headers and/or footers

Steps to inserting headers and footers



1. Click the **Insert** tab.
2. Click the **Header and Footer** button.
3. Select the **options** that you want and click **Apply** or **Apply to all**.



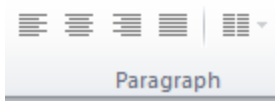
Adding a Section to a slideshow

Adding sections to your presentation can help structure the content of your presentation. Think of PowerPoint sections as chapters in books.

1. From the Home tab click the **Section** button.
2. Click **Add section**.



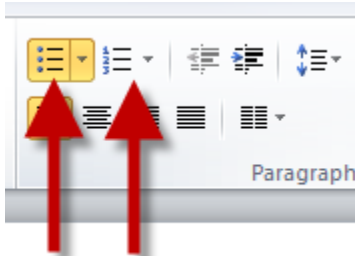
How to change Paragraph Alignment



1. Select the paragraph(s) and then click the appropriate **alignment** button. You can make them **left-justified, center-justified, right-justified, or align both right and left together**. These buttons are found on the home tab in the Paragraph section.

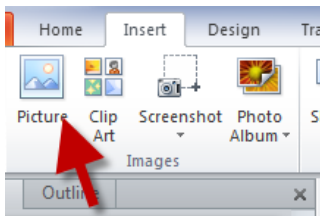
How to create a Bulleted or Numbered List (or How to remove a bulleted and numbered list.)

1. Select the paragraph that you want to bullet or number. (Or, if you would like to remove the bullets or numbers, select that text.)
2. Click the **Bullets or Numbering** button on the **Home** tab.

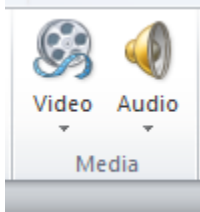


Inserting Images and Multimedia

1. **Inserting Images:** Click on the **Insert** tab and click the **Picture** button in the images group. Navigate to the picture you want and click **Insert**.



2. **Inserting Video file:** Click the **Insert** tab and then click the **Video** button in the Media group. Navigate to the video you want and click **Insert**.
3. **Inserting an Audio clip:** Click the **Insert** tab and then click the **Audio** button in the Media group. Select **Audio from file** and then navigate to the audio file that you want. Click **Insert**.



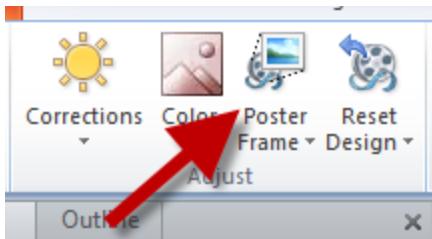
Use a frame from your video as a poster frame

Typically videos will show as a black box instead of having an actual image indicating that there is a video file that will play. In order to give it a picture that is static and visible follow these steps:

1. Click **Play** to begin playing the video.
2. Play the video until you see the frame that you want to use as your poster frame, and then click **Pause**.
3. Under **Video Tools**, on the **Format** tab, in the **Set Poster Frame** group, and then click **Current Frame**.

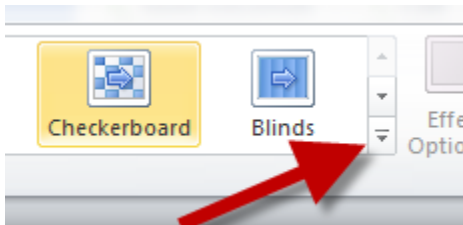
Use a picture as a poster frame for your video

1. Select the video on the slide.
2. Under **Video Tools**, on the **Format** tab, in the **Adjust** group, click **Poster Frame**, and then click **Image from file**.

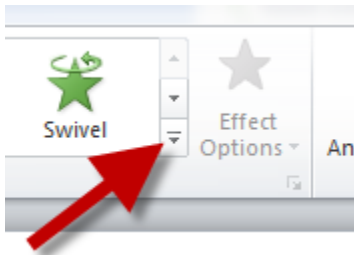


Transitions and Animation Effects

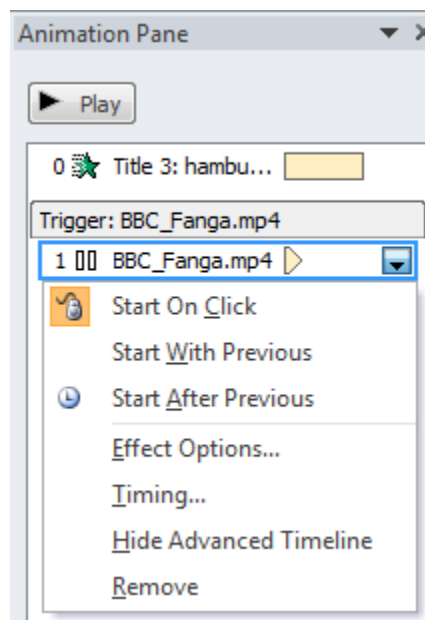
1. **To add a slide transition:** navigate to the slide you want to add a transition to. Click the **Transitions** tab then click the **downward pointing arrow** to select a **transition effect**.



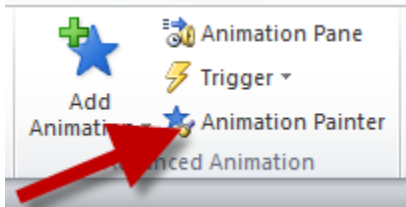
2. **To add an animation effect to an object:** This could be a drawing object or text box. Select the **text box or the object** and then click the **Animations** tab. Click the **downward pointing arrow** to display the transition effects available. Pick the **animation you like**.



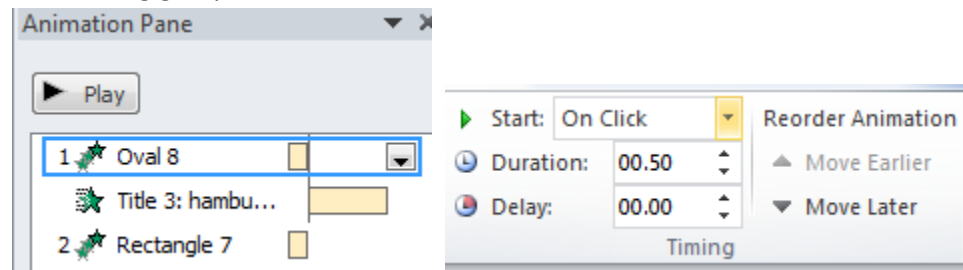
You may find that adding animations to objects is simpler by clicking the **Animation Pane** in the Advanced Animation group. This will display the Animation Pane on the right side of the screen. This will give you options of when you'd like the animation to start, effect options, timing, etc.



3. **How to copy animation effects from one object to another:** First select the **object that has the animation effect you would like to copy**. Click the **Animations** tab and then click the **Animation Painter** button in the Advanced Animation group. Then click the object that you would like the copied animation effect to be copied to.



- If you would like to **change the animation sequence** then with the Animation Pane opened you can click and drag items to change when the object's animation happens. You can also visit the Timing group on the Animations tab and select Reorder Animation



Slide Show Delivery, The Laser Pointer, and how to access the Pen

- Present a slide show.** Click the **Slide Show** button

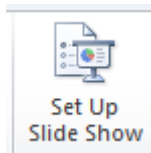


or click the **Slide Show** tab and then click the button that says either **From Beginning** or **From Current Slide**.

- How to use the Laser Pointer:** Simply hold down the <CTRL> key while clicking and holding the left mouse button.
- To use the Pen** simply hold down the <CTRL> +<P> and then draw on the screen. Press <CTRL> +<A> to switch back to the arrow pointer. Press <E> to erase your inkings.

How to automatically loop your presentation

- Select your **first slide** and then click on the **Transitions** tab.
- In the timing group make sure that **On Mouse Click** is unchecked and that the **After** checkbox is checked. Give yourself a few seconds. (5 is usually good, but you may want more or less.)
- Click **Apply to All**.
- Click the **Slide Show** Tab and then click the **Set Up Slide Show** button.



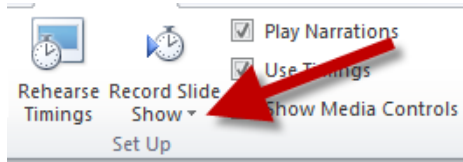
- In the **Show type region**, select the **Browsed at a Kiosk**.
- Click the **Ok** button.
- Start the show when you are ready.



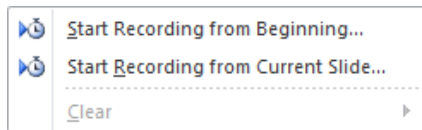
How to record narration over your slide show

After preparing your slideshow you may wish to record you narrating it. For this you will need a microphone.

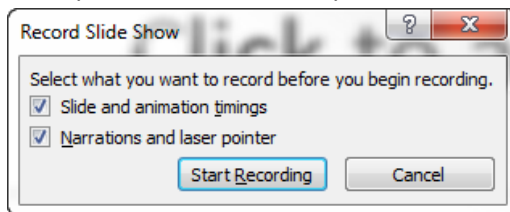
1. To start click the **Slide Show** tab and then click the **Record Slide Show** button in the Set Up group.



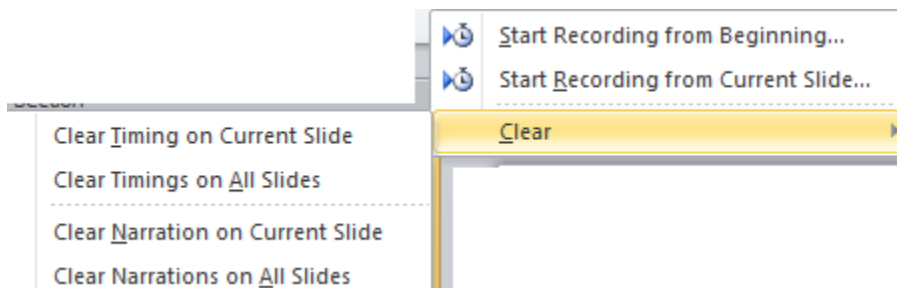
2. To record from the beginning click the **Start Recording from Beginning** option.



3. To record from anywhere else in the presentation click on **the slide you wish to start recording** and then click **Start Recording from Current Slide** option.
4. A Record Slide Show box will display and it will ask you if you'd like to record the slide and animation timings as well as the **Narrations and laser pointer**. If you aren't sure just make sure all are checked and then click the **Start Recording** button. **Note:** If you do not have a microphone attached the option to record Narrations and laser pointer will be greyed out.



5. Run through your presentation and narrate it using your microphone.
6. Press the **ESC key** when you are finished.
7. Don't forget to **Save**.
8. To test out your narration start your presentation. Be sure that your speakers are on and your volume is turned up.
9. If you are satisfied with your recording just click **Save** and you are good.
10. If you are not satisfied with your recording click **the words on the Record Slide Show button** and select **Clear**. Then click to either **Clear the timings on the current slide or All slides or clear Narration on current slide or on All slides**.



How to use KeepVid.com to download videos from Youtube for your PowerPoint

Note: Do respect the copyright of others. If it isn't yours – get their permission in writing.

1. Make sure your links toolbar is showing.
 - a. In **Firefox** this is done by going to View then to Toolbars and then making sure there is a check mark next to Bookmarks toolbar.
 - b. In **Google Chrome** this is done by clicking the wrench icon and then Bookmarks and finally clicking Show bookmarks bar.
 - c. In **Internet Explorer 9** press the ALT button on your keyboard and then click View then Toolbars. Finally click on Favorites Bar.
 - d. If your favorite internet browser isn't displayed here let me know.
2. Go to <http://keepvid.com/> . Drag the **KEEPVID Bookmarklet** onto the bookmark (aka favorites) toolbar. This will create a button named **Keep It!** .



3. Visit the **youtube video** that you are interested in.
4. Click the **Keep It!** Button.
5. It will take you to the keepvid page. Find the section titled **Download links**.
6. Click on a link that says **Download FLV** or **Download MP4**. Pick the one that says **Max** and then a number with a p after it.



7. That should download into the folder that **downloaded items typically download to**.

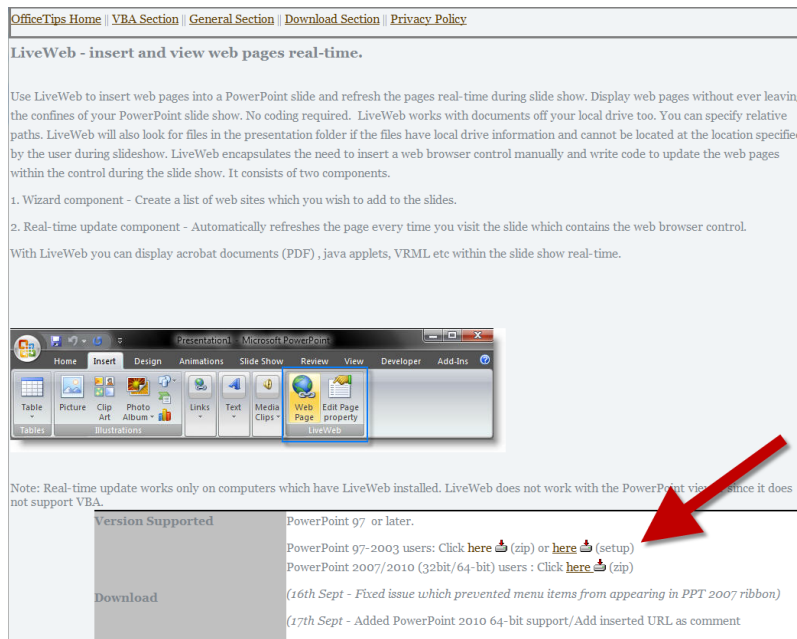


8. Move the downloaded video into the folder that your PowerPoint file is in. **You should put both the PowerPoint file and the downloaded video into a separate folder.** This is very important because if you move the PowerPoint file to another location, it may have trouble finding the video file associated with it when you present.
9. Open your PowerPoint presentation and then place the video file into it by going to **Insert** then **Video**. You will have to navigate to the folder.
10. **Save** your progress in PowerPoint.
11. Check to see that it works!

How to use the LiveWeb plugin to insert and view web pages in real-time

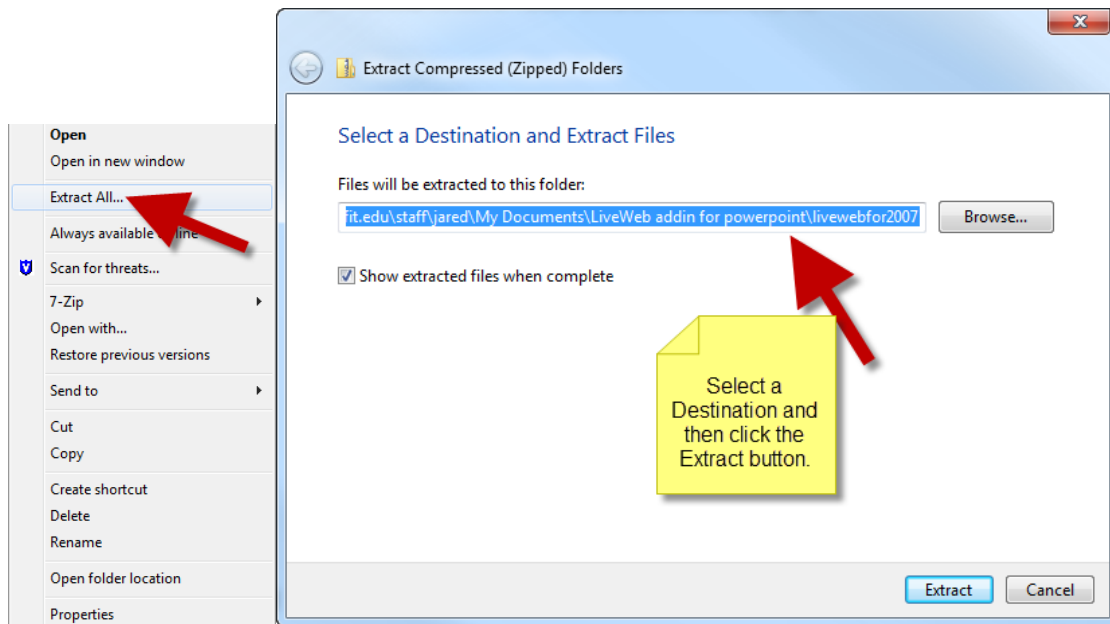
(Note: You have to follow these instructions on every computer you will present from.)

1. Using a browser, navigate to <http://skp.mvps.org/liveweb.htm>



2. Find **your version of PowerPoint** and download the **zip** file.
3. Navigate to the location of where the zip folder was downloaded, and **right-click**. A box may open up that makes you aware of the potential for computer harm. Click OK.
4. Click Extract All. Once the Extract Compressed (Zipped) Folders box opens up. Select a **destination for the files**, then click **Extract**.

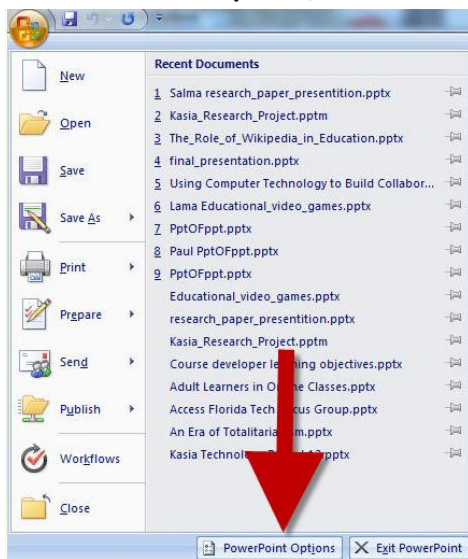




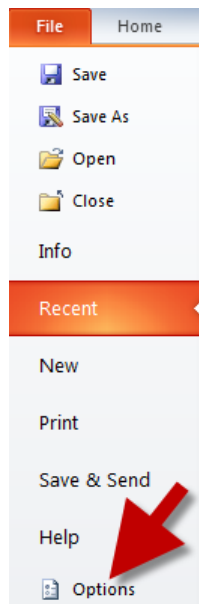
- Once finished, the extracted files should display in a window. You should see 3 things: **Disclaimer, LiveWeb and Readme.**

Installing LiveWeb Instructions for Office 2007 and 2010

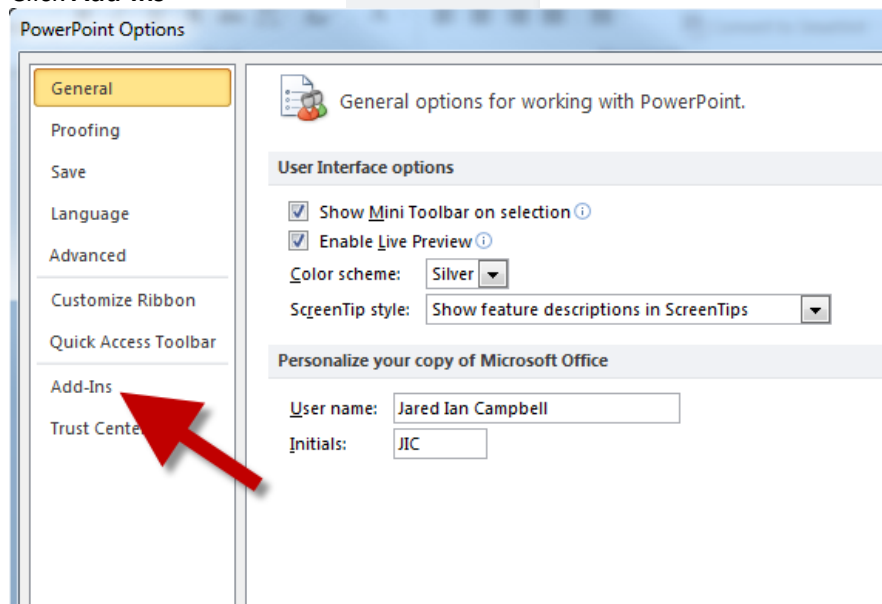
- Start **PowerPoint**.
- If you have **OFFICE 2007** → Click the Office Orb and then near the bottom of the menu, click **PowerPoint Options**, and then continue to step 3.



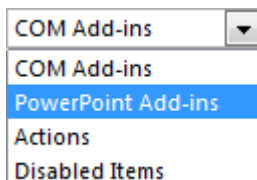
If you have **OFFICE 2010** → Click **File** then **Options** and then click **Add-Ins**.



3. Click **Add-Ins**

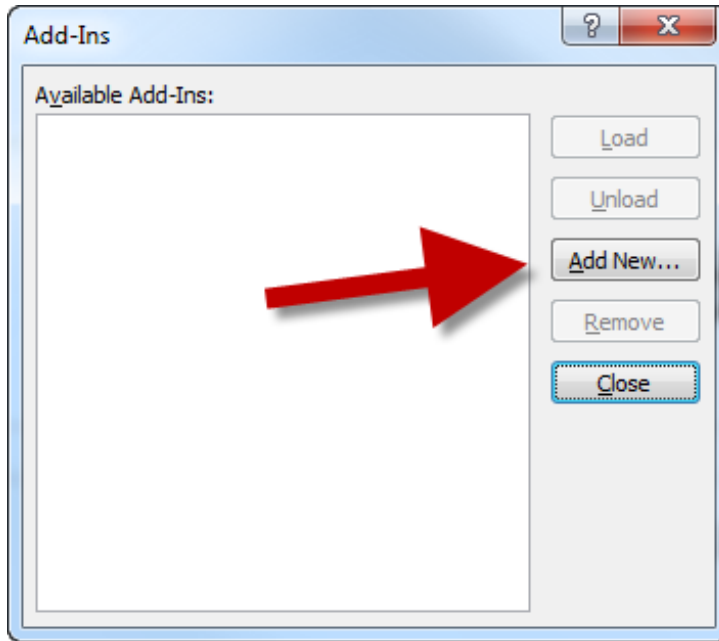


4. Near the bottom of the screen you will find a pull down menu that says **COM Add-ins**. Click the **down arrow** and select **PowerPoint Add-Ins** then click the **Go** button.



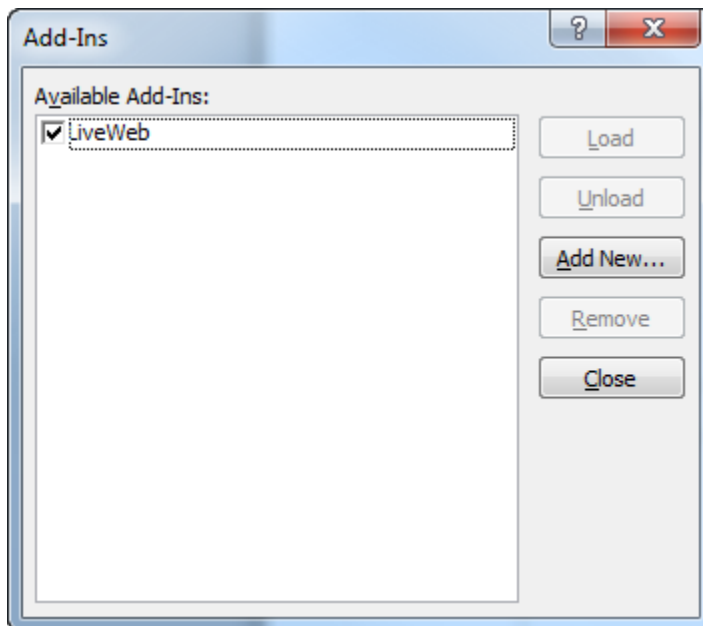
5. The Add-Ins window will open, you may have other Add-ins available in the window, we can ignore those for now.



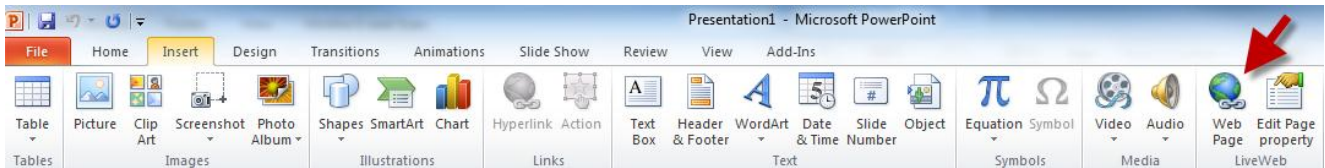


Click **Add New ...**

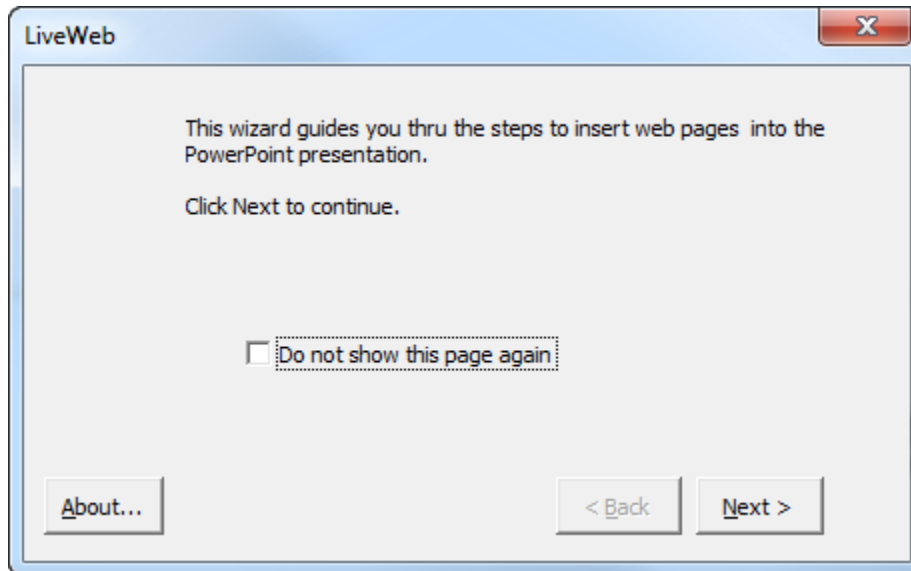
6. Navigate to the location of the file you extracted in step 5, click **LiveWeb** and then **OK**.
7. It may tell you that Microsoft Office has identified a potential security concern. If so, click **Enable Macros**.
8. You should see a screen that looks like this:



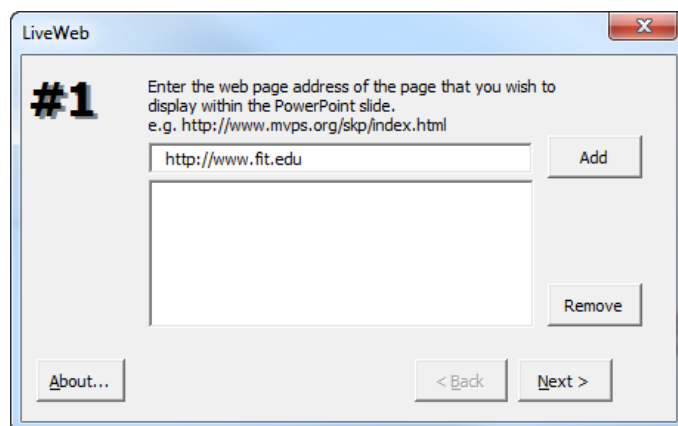
9. You may now click **Close**.
10. To try out the LiveWeb add-in, create a new slide that you would like to insert a web page into.



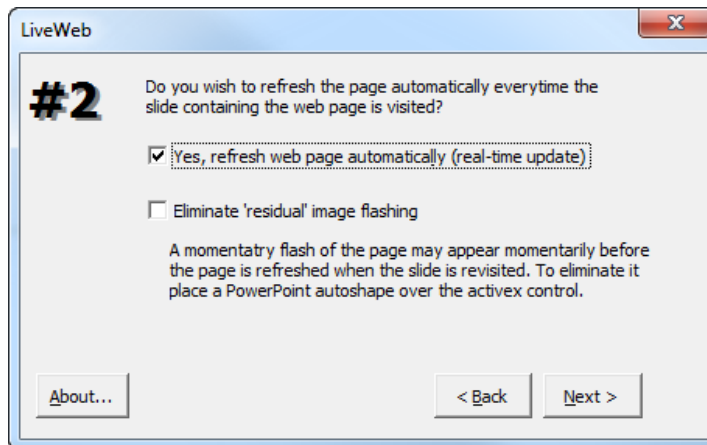
11. Now select the **Insert** menu and then the Web Page icon.
12. The LiveWeb wizard window should display. Click Next.



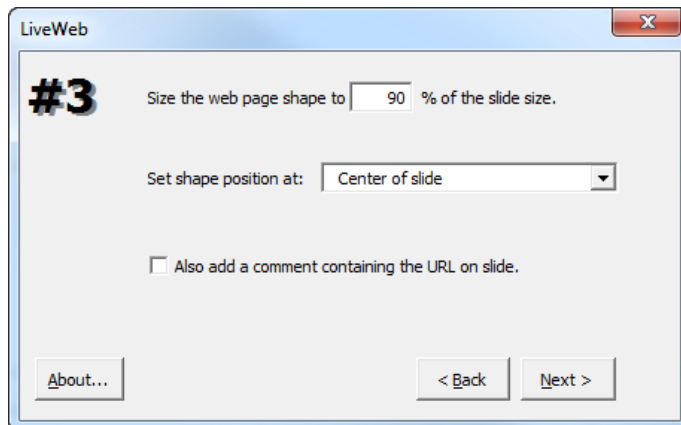
13. Type the URL of the web page you would like to navigate to during your presentation then click Add. Then click Next.



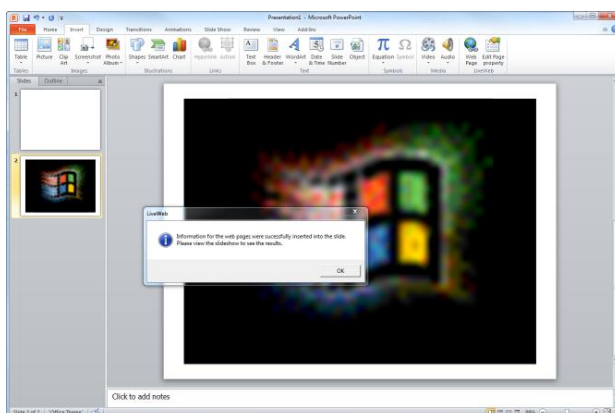
14. If you want the web page to refresh every time you visit the slide it will be on, keep the **Yes**, refresh box checked. Otherwise, uncheck it. Click **next**.



15. The next window that opens, asks about how much of the screen you would like to use. The default is 90% and centered. If you would like to change these settings, feel free. I find 90% to be a great size. Click Next.



16. Click **Finish** when the next window opens.
17. You should see a screen that looks like this:



18. Click **OK**.
19. Start your slide show as normal. When you reach the slide with the inserted web page, it will display in the center of the presentation.



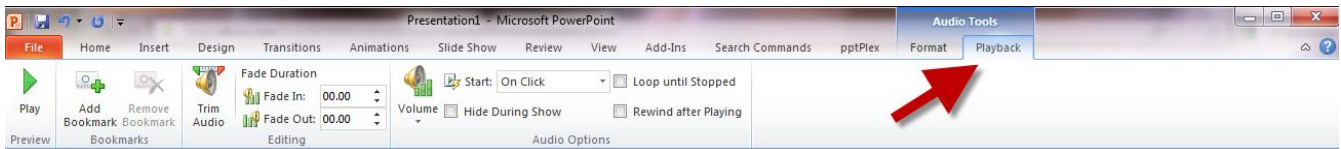
20. Don't forget to save as you go! Enjoy!

Playing an audio file across an automatic slide show in PowerPoint 2010

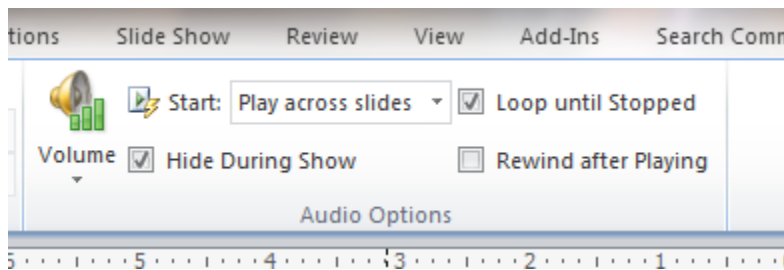
1. Make sure your audio file is in one of these formats: **mp3, aiff, au, wav, wma, mid or midi**.
2. First add all of your pictures into PowerPoint slides.
3. Select the **Transitions** tab. Here are some recommended settings. Select **Random Bars**, **Duration 00.50**, Click **Apply To All**. Uncheck **On Mouse Click**. Check the **checkbox to the left of After:** and set it to **00:5.00**. Click the **Apply To All** button again just for good measure.
4. Open up the first slide of your slide show.
5. Click the **Insert** Tab. Choose **Audio** in the **Media** section.



6. Select **Audio from File**. Navigate to where the audio file you want to use is then click **Insert**.
7. A new menu will show up called **“Audio Tools”**. Click the **Playback** tab.



8. From the Start: pull down menu in the **Audio Options** section, set it to **play across slides**. Also check **Hide During Show** and **Loop until Stopped**.



If you start the slide show, just wait a couple of seconds and the song should start playing automatically throughout the slide show. The song will start over when it reaches the end.



Top Ten Slide Tips by Garr Reynolds

1. Keep It Simple

PowerPoint uses slides with a horizontal or "Landscape" orientation. The software was designed as a convenient way to display graphical information that would support the speaker and supplement the presentation. The slides themselves were never meant to be the "star of the show" (the star, of course, is your audience). People came to hear *you* and be moved or informed (or both) by you and your message. Don't let your message and your ability to tell a story get derailed by slides that are unnecessarily complicated, busy, or full of what Edward Tufte calls "chart junk." Nothing in your slide should be superfluous, ever.

Your slides should have plenty of "white space" or "negative space." Do not feel compelled to fill empty areas on your slide with your logo or other unnecessary graphics or text boxes that do not contribute to better understanding. The less clutter you have on your slide, the more powerful your visual message will become.



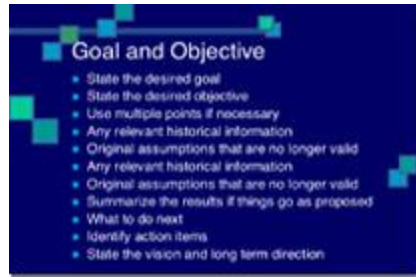
2. Limit bullet points & Text

Your presentation is for the benefit of the audience. But boring an audience with bullet point after bullet point is of little benefit to them. Which brings us to the issue of text. The best slides may have no text at all. This may sound insane given the dependency of text slides today, but the best PowerPoint slides will be virtually meaningless without the narration (that is you). Remember, the slides are meant to *support* the narration of the speaker, not make the speaker superfluous.

Many people often say something like this: "Sorry I missed your presentation. I hear it was great. Can you just send me your PowerPoint slides?" But if they are good slides, they will be of little use without you. Instead of a copy of your PowerPoint slides, it is far better to prepare a written document which highlights your content from the presentation and expands on that content. Audiences are much better served receiving a detailed, written handout as a takeaway from the presentation, rather than a mere copy of your PowerPoint slides. If you have a detailed handout or publication for the audience to be passed out **after** your talk, you need not feel compelled to fill your PowerPoint slides with a great deal of text.

We'll talk more about this in the delivery section below, but as long as we are talking about text, please remember to never, ever turn your back on the audience and read text from the slide word for word.





This slide is not unusual, but it is not a visual aid, it is more like an "eye chart."



Try to avoid text-heavy (and sleep inducing) slides like this one.



Aim for something like this simple slide above.



And this is even better...

3. Limit Transitions and Builds (animation)

Use object builds and slide transitions judiciously. Object builds (also called animations), such as bullet points, should not be animated on every slide. Some animation is a good thing, but stick to the most subtle and professional (similar to what you might see on the evening TV news broadcast). A simple "Wipe Left-to-Right" (from the "Animations" menu) is good for a bullet point, but a "Move" or "Fly" for example is too tedious and slow (and yet, is used in many presentations today). Listeners will get bored very quickly if they are asked to endure slide after slide of animation. For transitions between slides, use no more than two-three different types of transition effects and do not place transition effects between all slides.



4. Use High-quality graphics

Free stock photos here: <http://www.sxc.hu/>

Use high-quality graphics including photographs. You can take your own high-quality photographs with your digital camera, purchase professional stock photography, or use the plethora of high-quality images available on line (be cautious of copyright issues, however). Never simply stretch a small, low-resolution photo to make it fit your layout - doing so will degrade the resolution even further.

Avoid using PowerPoint Clip Art or other cartoonish line art. Again, if it is included in the software, your audience has seen it a million times before. It may have been interesting in 1993, but today the inclusion of such clip art often undermines the professionalism of the presenter. There are exceptions, of course, and not all PowerPoint art is dreadful, but use carefully and judiciously.

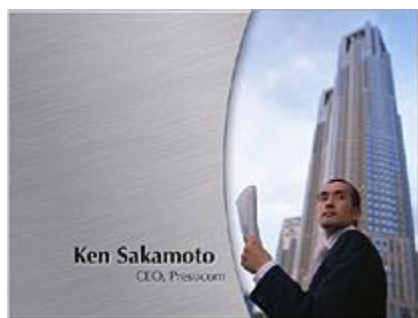


Try to avoid cheesy clip art like this.



This edited stock photograph is more effective and professional.

I often use images of people in my slides, as photography of people tends to help the audience connect with the slide on a more emotional level. If the photographic image is secondary in importance, then I decrease the opacity and add a Gaussian Blur or motion filter in Photoshop. If the photographic image is the primary area I want the audience to notice (such as a picture of a product), then the image can be more pronounced and little (or no) text is needed.



In this title slide, the image is primary.



In this slide of the same presentation, the image is secondary and "pushed" to the back by editing it first in Photoshop.



5. Have a visual theme, but avoid using PowerPoint templates

You clearly need a consistent visual theme throughout your presentation, but most templates included in PowerPoint have been seen by your audience countless times (and besides, the templates are not all that great to begin with). Your audience expects a unique presentation with new (at least to them) content, otherwise why would they be attending your talk? No audience will be excited about a cookie-cutter presentation, and we must therefore shy away from any supporting visuals, such as the ubiquitous PowerPoint Design Template, that suggests your presentation is formulaic or prepackaged.

You can make your own background templates which will be more tailored to your needs. You can then save the PowerPoint file as a Design Template (.pot) and the new template will appear among your standard Microsoft templates for your future use. You can also purchase professional templates on-line (for example: www.powerpointtemplatespro.com).



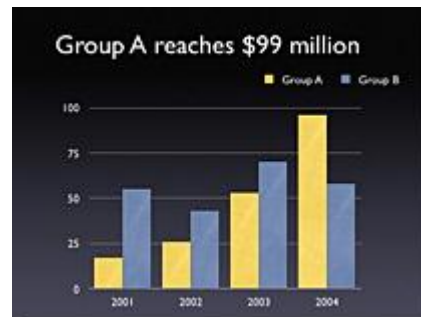
6. Use appropriate charts

Always be asking yourself, "How much detail do I need?" Presenters are usually guilty of including too much data in their on-screen charts. There are several ways to display your data in graphic form; here are a few things to keep in mind:

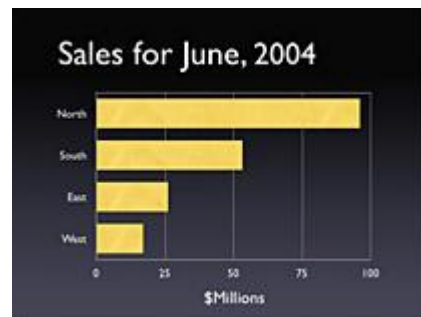
Pie Charts. Used to show percentages. Limit the slices to 4-6 and contrast the most important slice either with color or by exploding the slice.



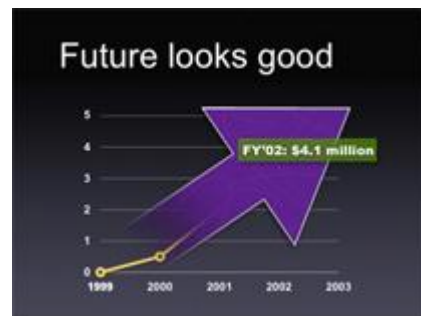
Vertical Bar Charts. Used to show changes in quantity over time. Best if you limit the bars to 4-8.



Horizontal Bar Charts. Used to compare quantities. For example, comparing sales figures among the four regions of the company.



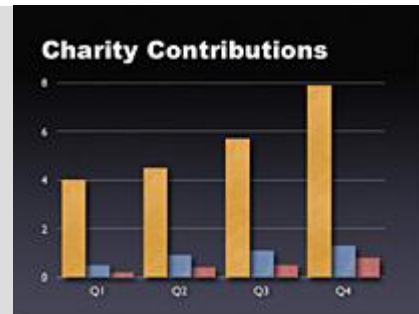
Line Charts. Used to demonstrate trends. For example, here is a simple line chart showing that our sales have gone up every year. The trend is good. The arrow comes in later to underscore the point: Our future looks good!



In general, **tables are good for side-by-side comparisons** of quantitative data. However, tables can lack impact on a visceral level. If you want to show how your contributions are significantly higher than two other parties, for example, it would be best to show that in the form of a bar chart (below, right). If you're trying to downplay the fact that your contributions are lower than others, however, a table will display that information in a less dramatic or emotional way.

Charity Contributions

(in K\$)	Q1	Q2	Q3	Q4
Group A	4.0	4.5	5.7	7.9
Group B	.5	.9	1.1	1.3
Group C	.2	.4	.5	.8



7. Use color well

Color evokes feelings. Color is emotional. The right color can help persuade and motivate. Studies show that color usage can increase interest and improve learning comprehension and retention.

You do not need to be an expert in color theory, but it's good for business professionals to know at least a bit on the subject. Colors can be divided into two general categories: Cool (such as blue and green) and Warm (such as orange and red). Cool colors work best for backgrounds as they appear to recede away from us into the background. Warm colors generally work best for objects in the foreground (such as text) because they appear to be coming at us. It is no surprise, then, that the most ubiquitous PowerPoint slide color scheme includes a blue background with yellow text. You do not need to feel compelled to use this color scheme, though you may choose to use a variation of those colors.



If you will be presenting in a dark room (such as a large hall), then a dark background (dark blue, grey, etc.) with white or light text will work fine. But if you plan to keep most of the lights on (which is highly advisable) then a white background with black or dark text works much better. In rooms with a good deal of ambient light, a screen image with a dark background and light text tends to washout, but dark text on a light background will maintain its visual intensity a bit better.

8. Choose your fonts well

Fonts communicate subtle messages in and of themselves, which is why you should choose fonts deliberately. Use the same font set throughout your entire slide presentation, and use no more than two complementary fonts (e.g., Arial and Arial Bold). Make sure you know the difference between a Serif font (e.g., Times New Roman) and a Sans-Serif font (Helvetica or Arial). Serif fonts were designed to be used in documents filled with lots of text. Serif fonts are said to be easier to read at small point sizes, but for on screen presentations the serifs tend to get lost due to the relatively low resolution of projectors. San-serif fonts are generally best for PowerPoint presentations, but try to avoid the ubiquitous Helvetica. I often choose to use Gill Sans as it is somewhere in between a serif and a sans-serif font and is professional yet friendly and "conversational." Regardless of what font you choose, make sure the text can be read from the back of the room.

A Serif Font

Times

Sans Serif
Sans Serif

Arial Black and Arial



9. Use video or audio

Use video and audio when appropriate. Using video clips to show concrete examples promotes active cognitive processing, which is the natural way people learn. You can use video clips within PowerPoint without ever leaving the application or tuning on a VCR. Using a video clip not only will illustrate your point better, it will also serve as a change of pace thereby increasing the interest of your audience. You can use audio clips (such as interviews) as well.

Something to avoid, however, is cheesy sound effects that are included in PowerPoint (such as the sound of a horn or applause when transitioning slides). The use of superfluous sound effects attached to animations is a sure way to lose credibility with your audience.



10. Spend time in the slide sorter

According to the Segmentation Principle of multimedia learning theory, people comprehend better when information is presented in small chunks or segments. By getting out of the Slide View and into the Slide Sorter view, you can see how the logical flow of your presentation is progressing. In this view you may decide to break up one slide into, say, two-three slides so that your presentation has a more natural and logical flow or process. In this view you will be able to capture more of the gestalt of your entire presentation from the point of view of your audience. You will be able to notice more extraneous pieces of visual data that can be removed to increase visual clarity and improve communication.



The Slide Sorter view in PowerPoint.

