

PowerPoint: Moving Beyond the Basics

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This material is written for: **PowerPoint ver. 2002 with Office XP**

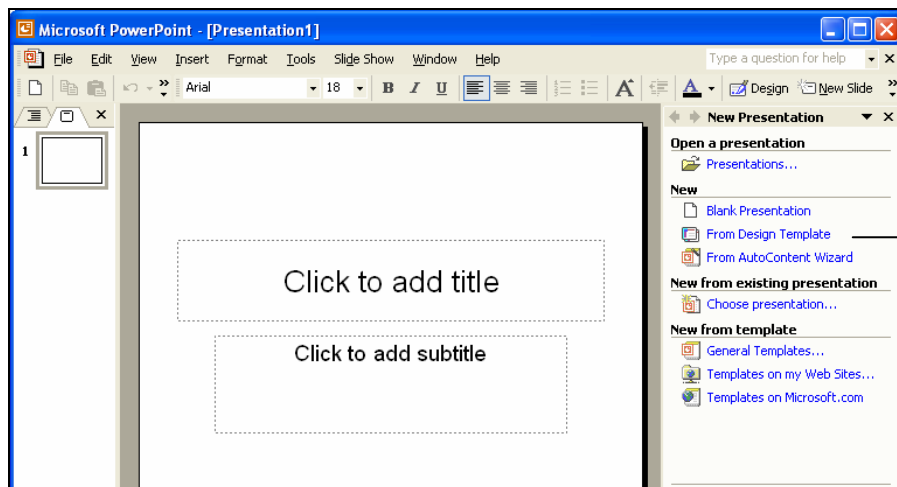
Part 1: PowerPoint – quick overview

Microsoft's PowerPoint is a program designed to create slide show presentations. Used in the classroom, PowerPoint is a tool for educators to create supplements for classroom lectures, and provides a tool to students to create visual presentations.

Today's workshop provides an introduction to the use of this tool. We then move beyond the basics, and explore ways to enhance PowerPoint, with special focus on using PowerPoint to enhance the content of your presentation.

Planning your presentation: opt to use a template (or build from a blank slide) **A Look at Design Templates**

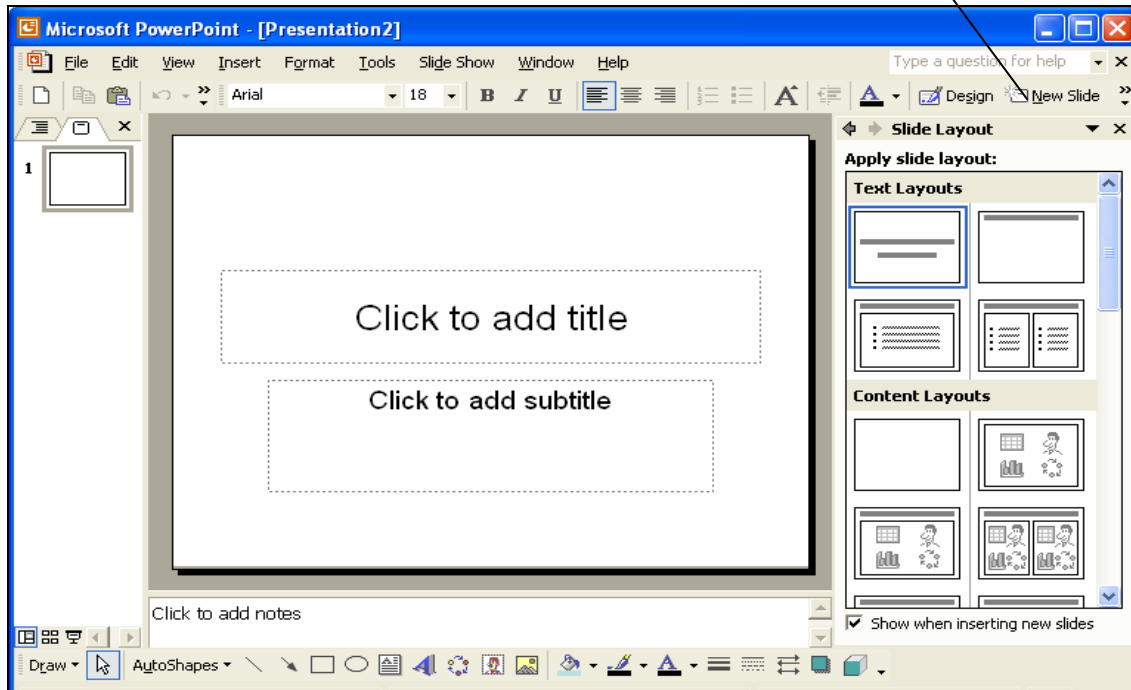
Design templates provide a graphic based scheme to the background of your slide.



Starting with a Blank Slide -

Begin to design a PowerPoint presentation from a blank slide.

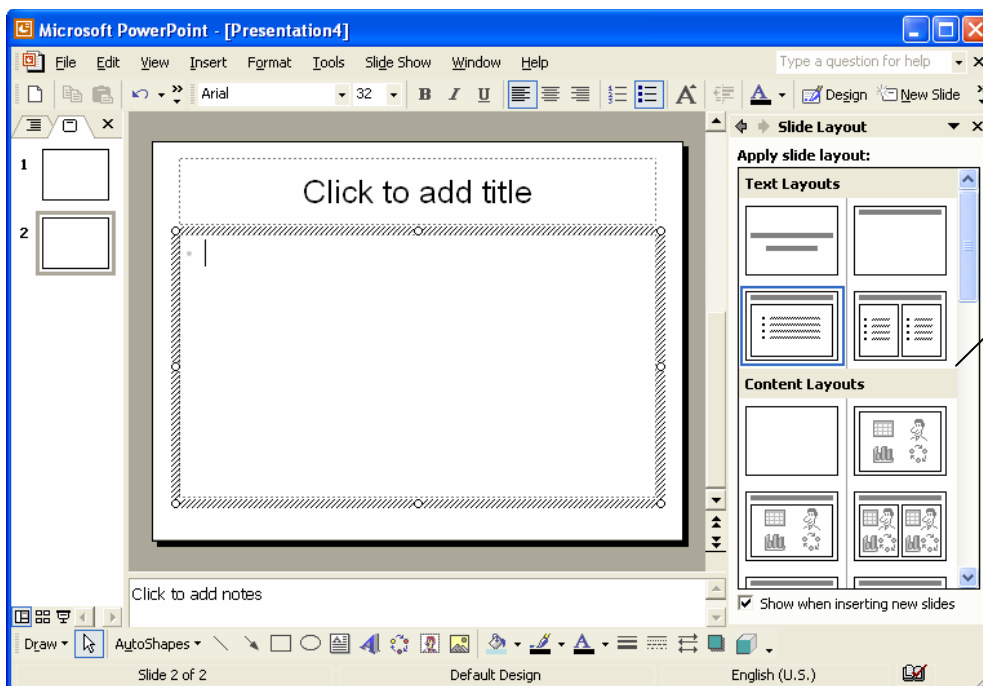
Choose from Design Templates, and click on New Slide



Take note of the Slide Layout templates. Templates are organized into 3 categories: **Text**, **Content**, and **Text & Content**. Take a few minutes to explore slide layouts.

Choose a Slide Layout for your Opening Slide, a Title Slide:

PowerPoint screen layout:



Choose a Slide Layout

Review of PowerPoint Views

PowerPoint has a number of VIEWS which provide different ways of looking at your work. Find the PowerPoint views by click on View / from the menu bar.

- ◆ NORMAL view – add text, images, or other components; add content to slides.
 - ◆ OUTLINE Tab– organize your slides and to **edit slide titles and text**
 - ◆ Slide Tab – organize your slides (rearrange etc.)
- ◆ SLIDE SORTER view – arrange the order of your slides
- ◆ SLIDE SHOW view – this is the view your audience will see, each slide fills the screen

Master

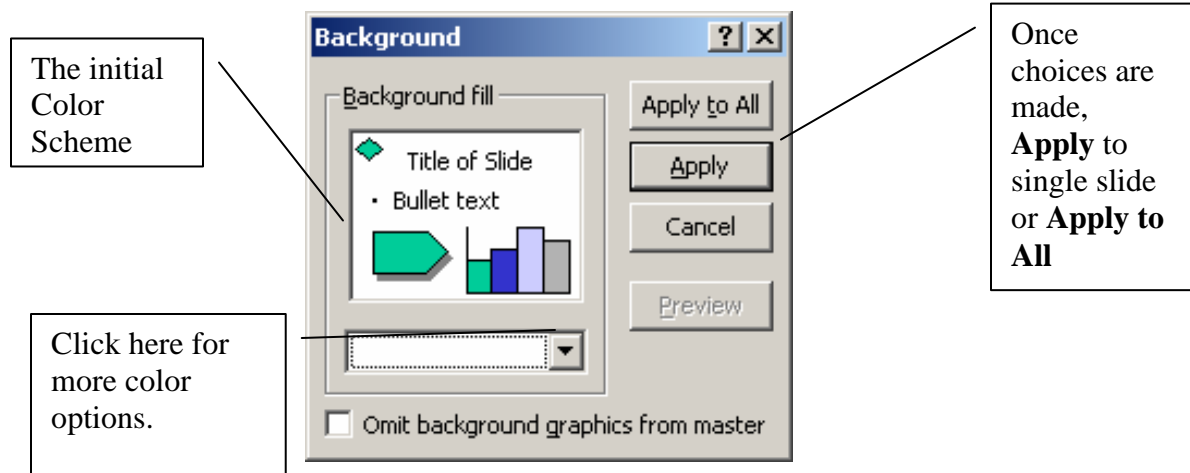
- ◆ NOTES PAGE view – create Presenter notes for the presentation

Working with a blank template, you can change the color of the background

Select a slide.

From the menu, click on **Format / Background**.

The Background dialog box appears:



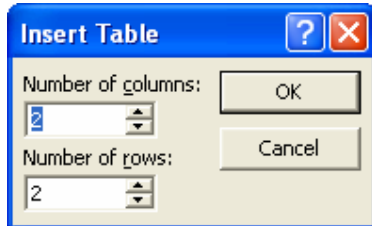
Part 2: Create tables and charts

Just like in WORD, tables can assist you with slide layout. Use tables to correctly position images on a slide, or to help organize text information.

Create a Table

Click on **Insert / Table** from the menu.

Choose the number of rows and columns,



Click on OK.

To modify the table: Click in the table, and press Right-click. Choose options from the menu to add / delete rows or columns; or modify the border style or fill color.

Working with Charts in PowerPoint

There are several ways to add charts to PowerPoint slides. Here are examples:

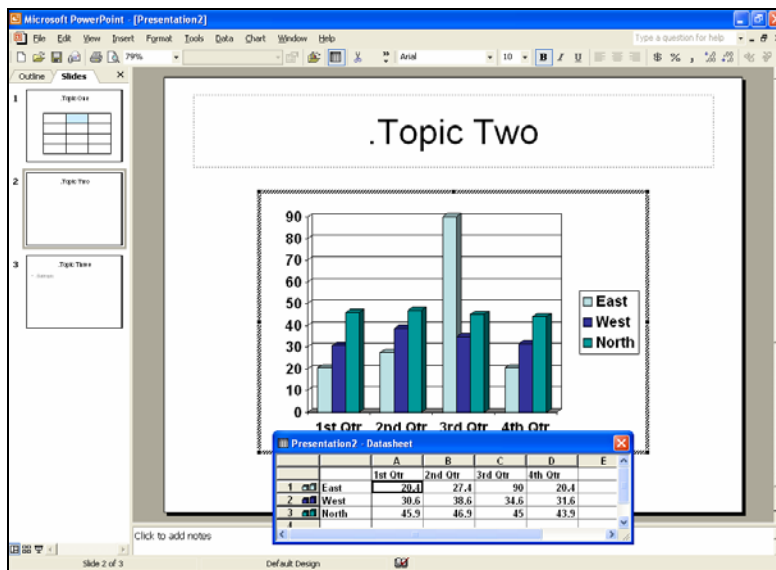
- ✓ Create a chart in EXCEL and copy/paste a chart from EXCEL to PowerPoint.
- ✓ Use the PowerPoint chart-wizard to add a chart to a slide.
- ✓ Use a program like Inspiration and copy/paste a diagram.
- ✓ Choose a PowerPoint slide template that includes a chart.

Working With PowerPoint's Chart Wizard

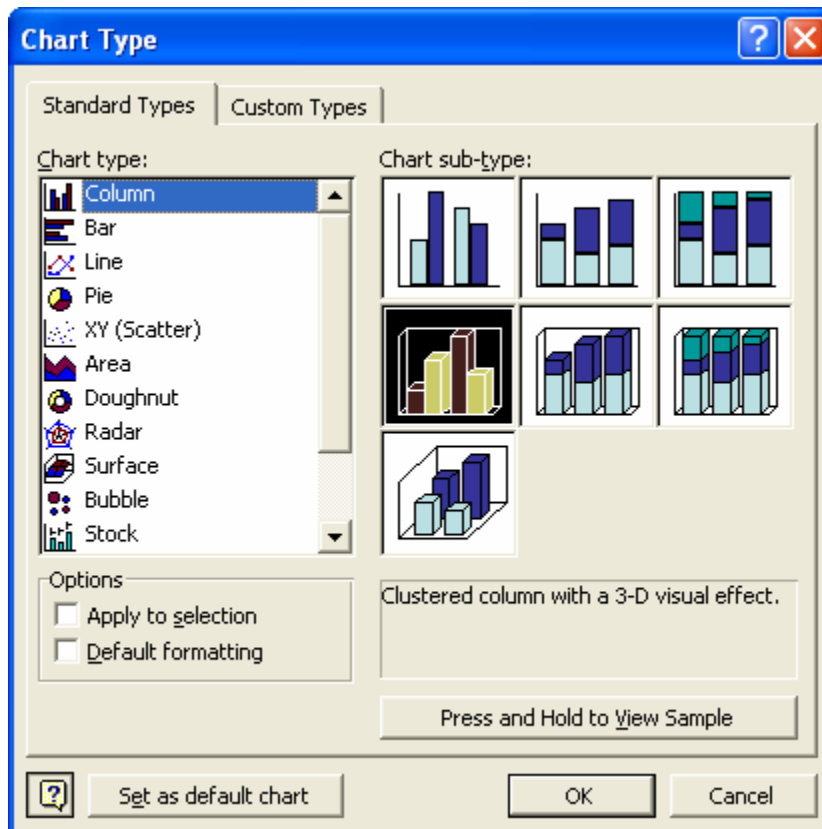
Add a new blank slide.

Click on the chart wizard icon on the toolbar.

The default bar chart appears. Modify the data in the table, to create your chart.



To modify select the chart type tool on the toolbar



Choose a different type of chart and click on OK.

Exercise: Practice creating a chart, and modify the chart settings.

Part 3. Add images from the web and other sources

Images may be incorporated using PPT's clipart gallery, or by adding images from your own source of files. To insert images from external media, choose **Insert / Picture from file** from the menu.

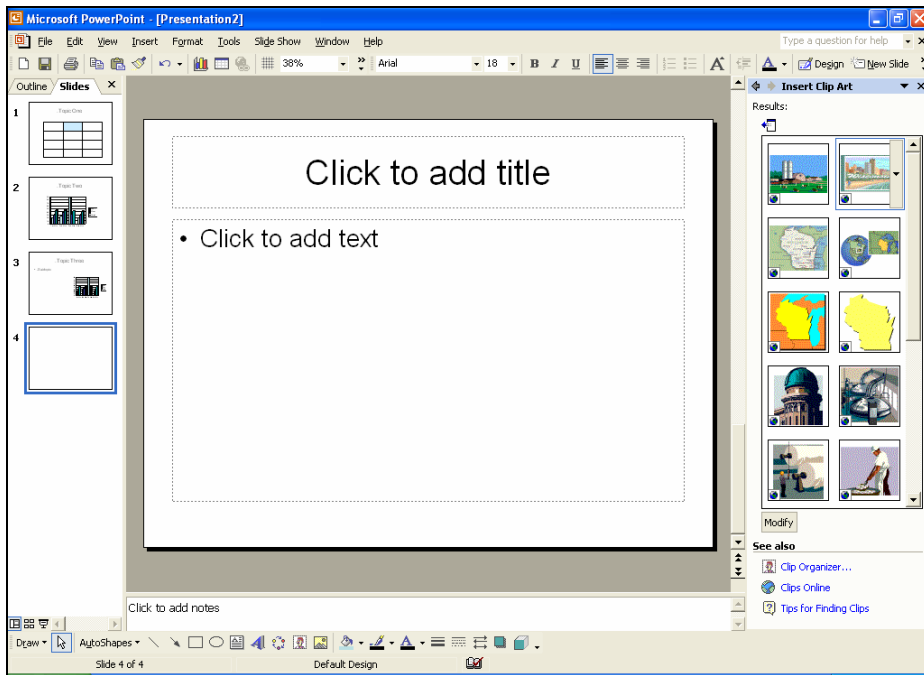
You may also use Copy/Paste to move images to a PowerPoint slide.

Aspects of adding clip art

PowerPoint stores clip art images in a the Clip Art Organizer. Think of the clip art organizer as an image database, where you can search and catalog images and other media files. Images are associated with key words. To access clip art images, you enter a key word search term to search the clip art database.

From the menu, click on **Insert / Picture** and choose **Clip Art**. Select **Now** to create an image catalog.

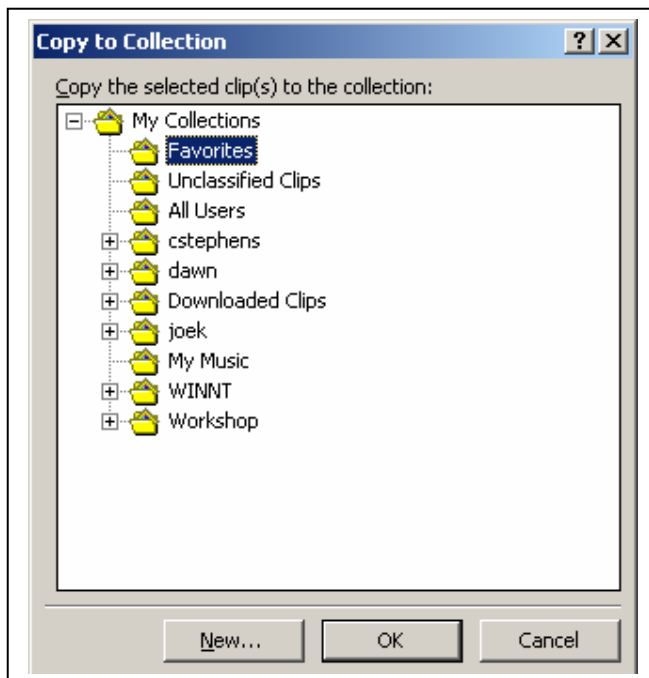
Working from the menu interface, enter a key word to search for images - then select an image.



Organizing images with PowerPoint

PowerPoint sets up a folder structure to store media files. The Folder “My Collections” contains subfolders to organize your media files.

Click on the Drop Down arrow next to each clip, and Preview each clip. To insert an image, choose **Insert Image**. To download clips to your C: drive, choose **Copy to Collection**.



- Select a folder, and click on **OK**.
- To retrieve images from the collection – use the **Clip Organizer** at the bottom of the Clipart panel.

Part 4: Adding video to PowerPoint and considerations

PowerPoint is primarily a program for slide shows. Video files can be incorporated into a slide, but you will encounter limitations. PowerPoint will shrink the screen size of the video. If you enlarge the screen size, you alter the resolution.

From the menu, choose **Insert / Movies and Sound /** and choose the video file on the desktop.

Options to consider:

You may want to consider playing the video in a different program (like QuickTime or RealPlayer), and when it's time to play the video, switch to a player, play the movie, and then return to PowerPoint.

More aspects of video are found in [Appendix A](#).

Part 5: Slide transitions and custom animation

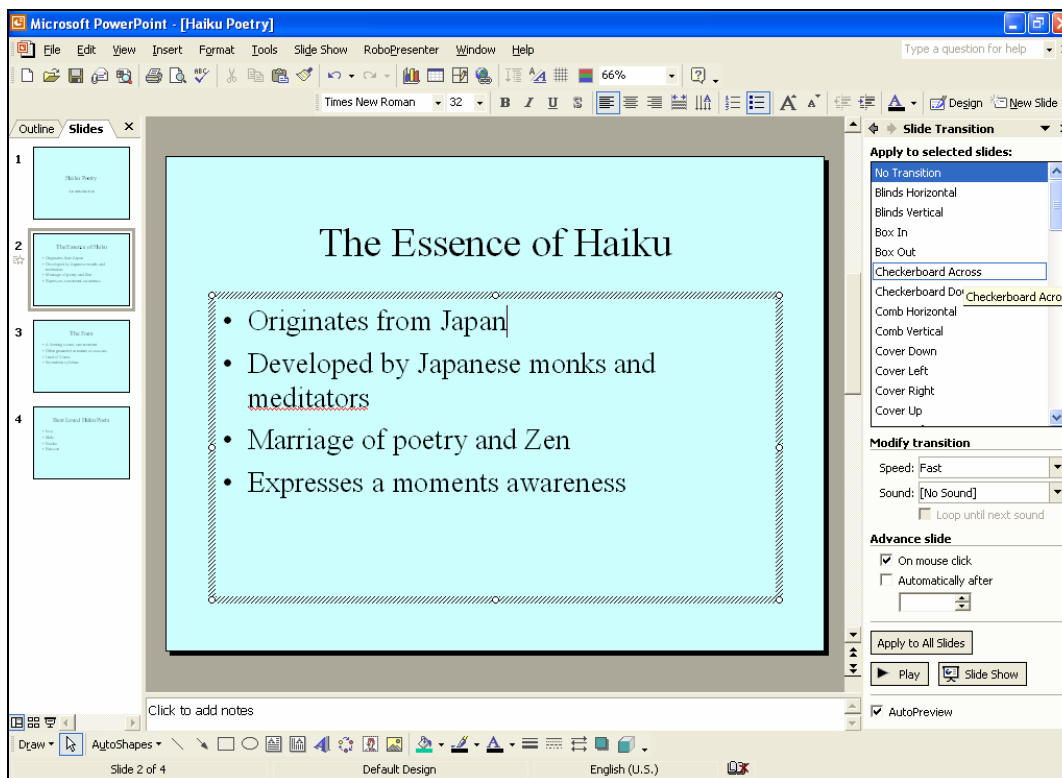
Selecting a PowerPoint slide transition adds a visual effect as one slide moves to the next. Use transitions and animation to place emphasis at certain points in your slide show. Caution: make wise choices when adding slide transition and animation effects.

Slide transitions

Click on the slide where the transition effect will take place.

From the menu, select **Slide Show / Slide Transition**.

Choose from the list in the right side bar.



To apply transition to all slides, choose **“Apply to All Slides”** at end of side bar.

PowerPoint's Custom Animation

Use Custom Animation to add timing effects to when a line or image appears on a slide.

Choose **Slide show / Custom Animation** from menu.

As you apply animation, you “breakup” slide components into objects. Animation is applied to each object on a slide.

Remember your audience when you choose your transitions!

Part 6: Aspects of design and attention to sequence

Designing effective PowerPoint slides involves attention to timing, careful selections for content, sequence of the slide, and (especially for teachers) designing the session with room for dialogue in the classroom.

Group discussion and further Resources for Designing Effective Slide Shows

“PowerPointers”

<http://www.powerpointers.com/articlelist.asp?cat2id=4>

“Designing an Influential Presentation”, by Ellen Finkelstein

<http://www.powerpointers.com/showarticle.asp?articleid=374>

PowerPoint Tips from Ellen Finkelstein.com

http://www.ellenfinkelstein.com/powerpoint_tip.html

Grading Rubric for PowerPoint Presentations

<http://www.schools.lth5.k12.il.us/aviston/KBLesson8.html>

Part 7: Attention to content: group discussion

Reference article: “PowerPoint Is Evil - Power Corrupts. PowerPoint Corrupts Absolutely.”By Edward Tufte – September WIRED magazine

<http://www.wired.com/wired/archive/11.09/ppt2.html>

A few minutes to read the article, then discuss.

Thank you!
Questions?
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