
Large PPT with text, images, diagrams, colors

last modified by gabriela

on 2022/12/06 21:27

Table of Contents

Welcome to Our Today's PowerPoint Template File

Here You can Add Some Brief Text
That will Explain Your Subtitle



Timeline Slide

Here You can Add Some Brief Text That will
Explain Your Tittle This is Just a Demo Text



Timeline Slide

Here You can Add Some Brief Text That will Explain Your Tittle This is Just a Demo Text

01 HEADIN
Add Some Brief Text to Explain

02 HEADIN
Add Some Brief Text to Explain

03 HEADIN
Add Some Brief Text to Explain

04 HEADIN
Add Some Brief Text to Explain

Timeline Slide

Here You can Add Some Brief Text That will Explain Your Tittle This is Just a Demo Text

Add Your Text you need to add some brief about the service that your company is providing currently

Add Your Text you need to add some brief about the service that your company is providing currently

Add Your Text you need to add some brief about the service that your company is providing currently

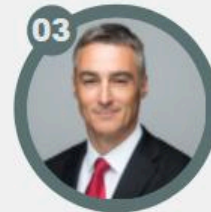
Add Your Text you need to add some brief about the service that your company is providing currently

Add Your Text you need to add some brief about the service that your company is providing currently

Add Your Text you need to add some brief about the service that your company is providing currently

Team Members

Here You can Add Some Brief Text That will Explain Your Tittle This is Just a Demo Text



Add A Name

Add the Position

Here Write Brief

Message About Yourself

Add A Name

Add the Position

Here Write Brief

Message About Yourself

Add A Name

Add the Position

Here Write Brief

Message About Yourself

Our History

Here You can Add Some Brief Text That will Explain Your Tittle This is Just a Demo Text

Add Your Text



This is just a demo text so consider replacing it

Add Your Text



This is just a demo text so consider replacing it

Add Your Text



This is just a demo text so consider replacing it

Our Infographics

Here You can Add Some Brief Text That will Explain Your Tittle This is Just a Demo Text

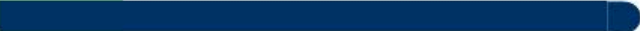


Thanks for
Listening with
great patience

Here You can Add Some Brief Text That will Explain Your Subtitle

Making PowerPoint Slides

Test & é\$ù !-_.+();@ Umlaut as ä, ö, and ü,
Even today, if somebody does not have Umlaut
vowel keys on their keyboard, it is still
acceptable to write ä as 'ae', ö as 'oe', and ü as
'ue'; for example, 'für' could be 'fuer', but you
can already see how that is less clear.



Avoiding the Pitfalls of Bad
Slides

Tips to be Covered

- Outlines
- Slide Structure
- Fonts
- Colour
- Background
- Graphs
- Spelling and Grammar
- Conclusions
- Questions



Slide Structure – Good

- Use 1-2 slides per minute of your presentation
- Write in point form, not complete sentences
- Include 4-5 points per slide
- Avoid wordiness: use key words and phrases only

Slide Structure - Bad

- This page contains too many words for a presentation slide. It is not written in point form, making it difficult both for your audience to read and for you to present each point. Although there are exactly the same number of points on this slide as the previous slide, it looks much more complicated. In short, your audience will spend too much time trying to read this paragraph instead of listening to you.

Slide Structure – Good

- Show one point at a time:
 - Will help audience concentrate on what you are saying
 - Will prevent audience from reading ahead
 - Will help you keep your presentation focused

Slide Structure - Bad

- Do not use distracting animation
- Do not go overboard with the animation
- Be consistent with the animation that you use

Fonts - Good

- Use at least an 18-point font
- Use different size fonts for main points and secondary points
 - this font is 24-point, the main point font is 28-point, and the title font is 36-point
- Use a standard font like Times New Roman or Arial

Fonts - Bad

- If you use a small font, your audience won't be able to read what you have written
- CAPITALIZE ONLY WHEN NECESSARY. IT IS DIFFICULT TO READ
- **Don't use a complicated font**

Colour - Good

- Use a colour of font that contrasts sharply with the background
 - Ex: blue font on white background
- Use colour to reinforce the logic of your structure
 - Ex: light blue title and dark blue text
- Use colour to emphasize a point
 - But only use this occasionally

Colour - Bad

- Using a font colour that does not contrast with the background colour is hard to read
- Using colour for decoration is distracting and annoying.
- Using a different colour for each point is unnecessary
 - Using a different colour for secondary points is also unnecessary
- Trying to be creative can also be bad

Background - Good

- Use backgrounds such as this one that are attractive but simple
- Use backgrounds which are light
- Use the same background consistently throughout your presentation

Background – Bad

- Avoid backgrounds that are distracting or difficult to read from
- Always be consistent with the background that you use



Graphs - Good

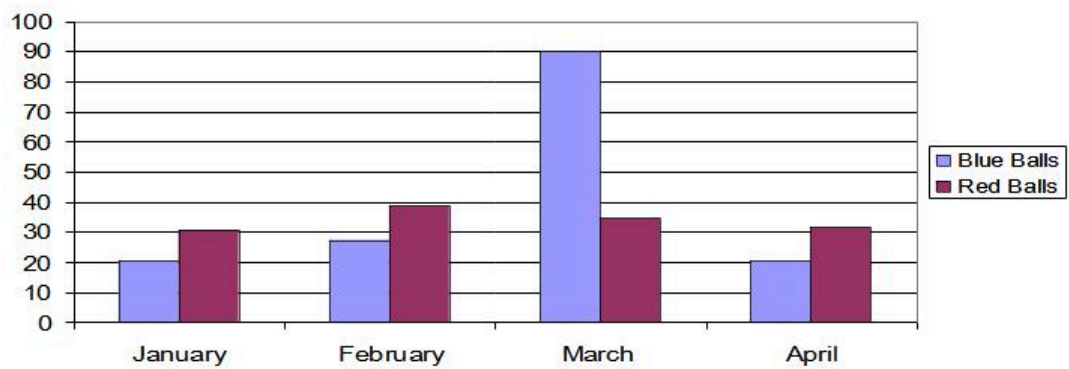
- Use graphs rather than just charts and words
 - Data in graphs is easier to comprehend & retain than is raw data
 - Trends are easier to visualize in graph form
- Always title your graphs

Graphs - Bad

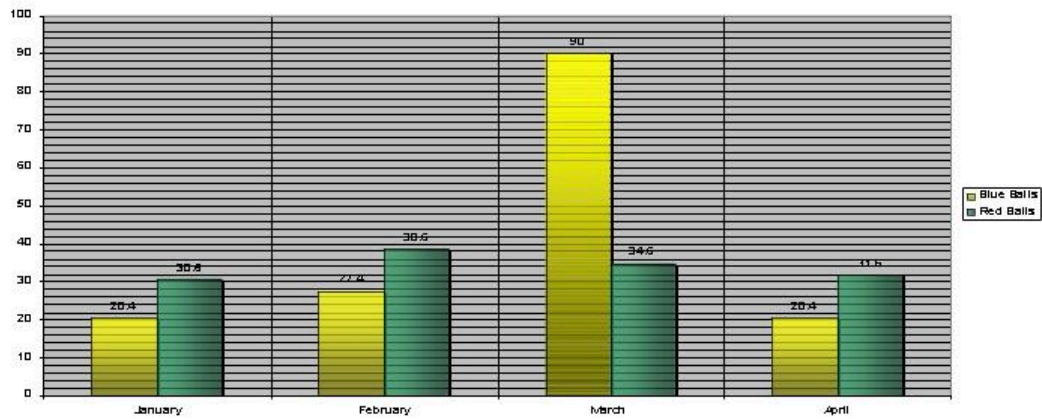
| | January | February | March | April |
|------------|---------|----------|-------|-------|
| Blue Balls | 20.4 | 27.4 | 90 | 20.4 |
| Red Balls | 30.6 | 38.6 | 34.6 | 31.6 |

Graphs - Good

Items Sold in First Quarter of 2002



Graphs - Bad



Graphs - Bad

- Minor gridlines are unnecessary
- Font is too small
- Colours are illogical
- Title is missing
- Shading is distracting

Spelling and Grammar

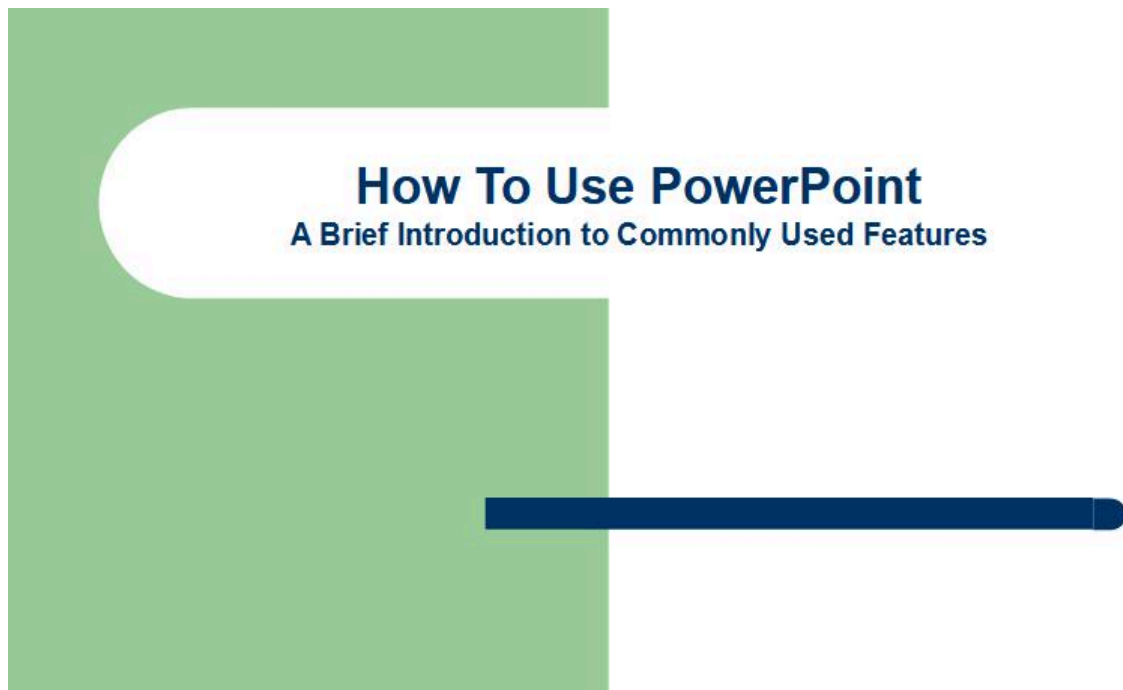
- Proof your slides for:
 - spelling mistakes
 - the use of repeated words
 - grammatical errors you might have made
- If English is not your first language, please have someone else check your presentation!

Conclusion

- Use an effective and strong closing
 - Your audience is likely to remember your last words
- Use a conclusion slide to:
 - Summarize the main points of your presentation
 - Suggest future avenues of research

Questions??

- End your presentation with a simple question slide to:
 - Invite your audience to ask questions
 - Provide a visual aid during question period
 - Avoid ending a presentation abruptly



Introduction

PowerPoint is a very commonly used, fairly powerful presentation software from Microsoft. In your academic career (undergrad, graduate, or professional) there is a good chance that you have been or will be exposed to this tool. Furthermore, most of you will need to use it. This slide show is intended not only to be presented as a user guide to PowerPoint, but to be distributed as a way to practice what you learn as you learn it.

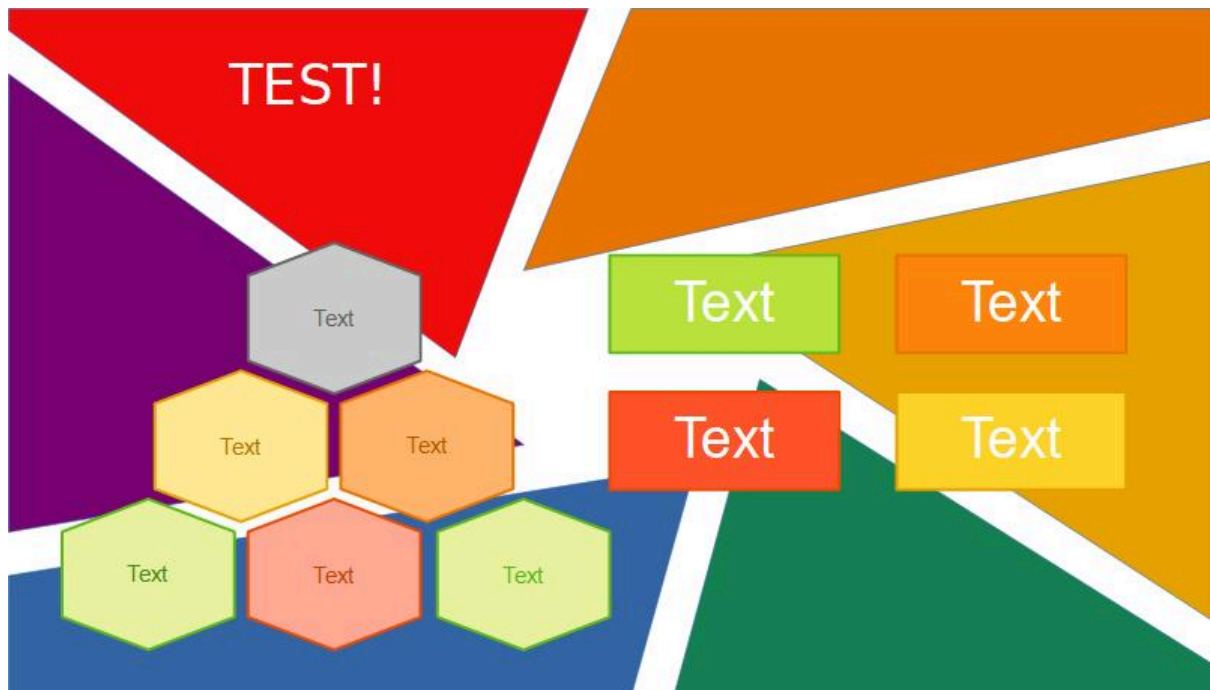
What Will be Demonstrated

- Adding Slides to a Presentation
- Using a Uniform Appearance/Motif
- How to Vary Slide Layout and Text (font, size, color)
- Using Graphics from ClipArt or a File
- Using Animated Text (Timed and Manual)
- Applying Slide Transitions
- Adding Sound (From a File or the Gallery)
- Using AutoShapes
- Adding Videos and Animation
- Placing Action Buttons for Nonlinear Slide Selection
- Linking to Web Content or Email Addresses

Adding/Formatting Slides

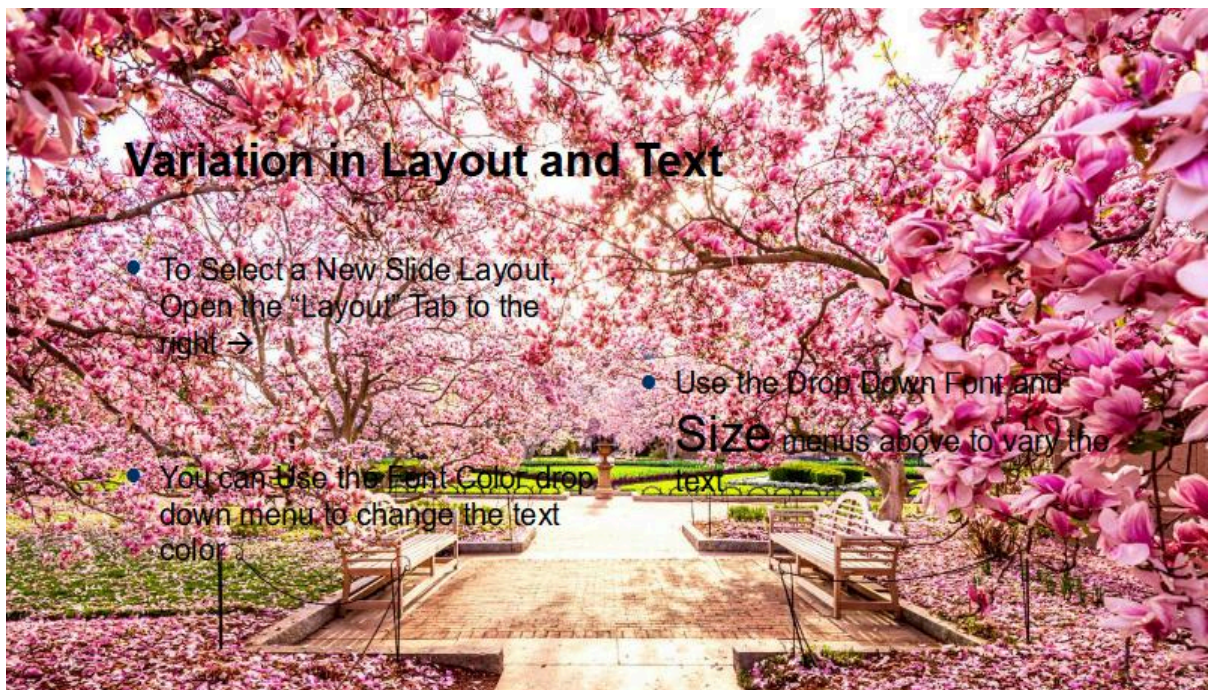
- Right-Click the Timeline to the left ← and go to “New Slide”
- OR go to “Insert” and select “New Slide”

- Open the “Layout” tab to the right → to change the format of a slide



Appearance/Motif

- You can Apply a Motif by Opening the “Design” tab on the right →
 - Then Click on the Desired Motif to apply it to all slides
 - Click on the small drop down if you wish to apply the motif to only the current slide



Clip Art Graphics

- To Insert ClipArt, go to “Insert” and put your mouse on “Picture”
- Another Menu will Open, select ClipArt
- Once you Select your Image, You must Position and Resize it with the Mouse



File Graphics

- To Insert a File Image, go to “Insert” and put your mouse on “Picture”
- Another Menu will Open, select “From File”
- Once you Select your Image, You must Position and Resize it with the Mouse



Animated Text (Manual)

- 1) Set Up your Slide the Way You Want
- 2) Go to “Slide Show”
 - and select “Custom Animation”
- 3) Highlight The Section You Wish To Animate
- 4) Click “Add Effect” At the Upper Right →
- 5) Select and Preview Your Effect
- 6) Highlight Your Effect and Make Sure the “Start” drop down is set to “On Click”
- 7) To Preview Your Slide Click “Play” at the Lower Right→

Animated Text (Timed)

- Use the Same Basic Steps as Before
- Select the Desired Animation from the Right→
- Press the Drop Down and Select “Timing”
- Make Sure the “Start Box” is set to “After Previous”
- Set a Delay Time and You’re Done

Slide Transitions

- While Working with the Slide you Wish to Transition into, go to “Slide Show” and select “Slide Transitions”
- A List of Available Transitions will Appear on the Right →
- Once you Select your Transition, you can Change the Speed or Even Add Sound!



Using “Canned” Sounds

- To Add a Sound Clip to Your Slide, go to “Insert” and Extend the Menu if Necessary
- Place your Mouse over “Movies and Sounds”
- Select “Sound From Clip Organizer” to use the “canned sounds” provided by Office
- Select Your Sound to the Right → and then Choose Whether to Play it Automatically or on Click

Using Sound Files



- To Use a Sound File of Your Own, Follow the Same Process Except this time Select “Sound From File”
- Choose the File from the File Browser
- Notice a Small Speaker Icon is Inserted with any Sound, This WILL BE VISIBLE during the Slide Show so Position it Accordingly

[Jump Back To “Action Buttons”...](#)



AutoShapes



- AutoShapes are Convenient for Making Quick Illustrations or Diagrams such as Flow Charts
- Go to “Insert” and place your Mouse Over “Picture”
- Select “AutoShapes” and a Small Floating Menu Will Appear in the Editing Area
- Click on a Category of AutoShapes to see what Shapes are Available
- Click the Desired Shape from the Drop-Down and Draw it on Your Screen
- After Drawing an AutoShape, you can Position and Resize it as you Please
- Double-Click on an AutoShape to Change its Color and Other Options

Advanced AutoShapes

- By selecting several AutoShapes and right-clicking, you can group them together.
- Any of the Custom Animations we Used for Text Sections can be Applied to Groups or Single AutoShapes



Embedding Video

- To Play a Video in Your Slide Show, go to “Insert” and Place your Mouse Over “Movies and Sounds” then Select “Movie From File”
- Any Movie that is Supported Will Automatically be Shown When you Browse for the File
- Once the Video is Inserted, Select if You Want it to Play Automatically
- Then, you can Position and Size the Video how You Wish

Action Buttons

- You can Add Action Buttons to Move Around non-linearly in Your Presentation
- Go to “Slide Show” and Select “Action Buttons”
- Select Your Desired Button Type then Draw Your Button and a Window Will Appear
- Set Up your Properties, then you can Double Click the Button to Change Color
- You Can Also Resize and Position the Button After it is Created

Go See HAL Again...



Linking to Web Content

- You Can Link to Web Content and Open it During Your Slide Show
- The Computer You Used During the Slide Show MUST Have Internet Access
- Highlight a Section of Text and Right-Click it
- Select “Hyperlink” (Any Spelling or Grammar Errors must be corrected or ignored to select “hyperlink”)
- Fill In the Address for Your Target Content
- Click [HERE](#) to Visit www.campcaleb.com

Adding Email Links

- A Good Idea is to Add Your Email Address or other Contact Information to Your Slide Show
- You Add an Email Address the Same Way you Link to Web Content, EXCEPT in the Address Field You Need to Type:
 - "mailto:youremail@yourdomain.com"

