

# PowerPoint Mini-Lessons

Comparing an oral presentation to a written assessment

## Suggestions for Improving Your PowerPoint Presentations

### Content Suggestions:

- Use a storyboard or the outlining feature of PowerPoint to plan and organize your work.
- Every presentation should begin with a title slide identifying your subject and the presenter.
- Know the content you are presenting and the purpose of your PowerPoint.
- Respect copyright by citing all text, and multimedia used; i.e. music, images, maps, video. Copy the web address of the site from which you took your music, images, maps and/or video and paste the URL into the note field of that slide.
- Every presentation should end with a "Works Cited" slide. When you are done, cut each address of the sites used from the notes field of the slide and paste into your "Works Cited" slide.
- Use the "spell check" feature of PowerPoint. "Spelling errors look even worse when projected."

### Design Suggestions:

- All multimedia elements are messages. Effective PowerPoints use sound and images that are consistent with the subject. A presentation on the "911 Attack" would look foolish with cute fonts, cartoons and/ or happy sounds.
- Slides and transitions should be consistent. Too many, and too varied transitions detract from your content and message. Use sounds and animations to emphasize points.
- Slides should have images which are labeled. Labels should be phrases, not full sentences.
- Use only bulleted text in your slide. Font should be large enough to read from the back of a room. Use the note field to type the information you want to share with your audience when you are presenting. The note fields can be printed out so you have a "hard copy" of your notes to guide you while speaking.
- Consider adding video clips as well as images to your PowerPoint.
- Effective PowerPoints often link to the web sites you used and give evidence to support your point of view.
- Consider linking presentations if individuals are part of a group. Linked presentations save time as people do not have to "log off and on" to access their presentations. Linked shows should have a consistent look. All slides should use the same design and/or theme.

### Presentation Suggestions:

- Rehearse your PowerPoint before you present. Standing in front of an audience and presenting information takes practice.
- Make eye contact with the audience while speaking.
- Be enthusiastic about your presentation.
- Your introduction should grab the audience's interest.
- Speak loudly, slowly and clearly, so audience can hear you. Avoid using slang.
- Do not read from your slide. Use your print out of the "note fields" to guide you while you are speaking. It is more effective if you do not read "word for word" from your notes.
- Make your presentation your own by adding personal anecdotes, stories or interesting facts.
- Summarize the main points of your presentation with concluding remarks.
- End your presentation with the point you want your audience to remember.

Some points adapted from Carol Rohrbach, K-12 Language Arts Coordinator, Springfield Twp.

## Linking PowerPoint Presentations

Directions:

1. Go to Insert/Slides from files
2. In "Slide Finder" file, click on "Browse"
3. At "Look In" dialog box, use drop down menu and select "K" drive and correct folders.
4. Folders are arranged alphabetically by your teacher's last name and your class period. Open the correct period folder; next open your group's folder.
5. Example: "K"/Jeffers 1/Group 4
6. Open PowerPoint Presentation you wish to link
7. Select "Insert All"
8. Click on "Browse" and repeat steps 3 and 4 until all PowerPoint Presentations are linked
9. Go to File/Save As
10. First save you group's PowerPoint to your "P" drive.
11. At "File Name" type in Final, followed by your group #
12. Example: Final, Group 3
13. Next save the group's PowerPoint to the "K" drive.
14. Go to File/Save As/
15. Repeat Step 3.
16. At "File Name" type in Final, followed by your group #
17. Example: Final Group 1.

## PowerPoint Technical Points

PowerPoint is the presentation component of Microsoft Office. With PowerPoint you can make overhead transparencies or a computer slide show for a professional looking presentation. You can also print out an outline and/or notes to use during your presentation.

### *Getting Started*

- Open PowerPoint from Start/ Programs/ Microsoft PowerPoint or click on the PowerPoint shortcut icon.
- Choose Blank Presentation/ OK
- Choose Blank Slide/ OK

### *Constructing the Presentation*

You will need to insert graphics and text boxes

#### **To put words on the slide:**

1. Go to Insert/Text box
2. Click where you want the text to be located

#### **To resize the text box:**

1. Click on the text
2. A box will appear around it.
3. Click and drag on any of the white boxes to resize.
4. To change the text type, color and/or size: Use Format/Font

#### **To put pictures/graphics on the slide:**

1. Go to Insert/ Picture/From file
2. Place the graphic where you want it to be located.
3. Click on the center of the picture and the cursor should change to four arrows. Drag the picture to where you want it located. Click and drag on a corner box to resize the graphic

OR

Right click on the picture to show the picture toolbar. Format picture (third from the right)>Size. When you change the height, the width will automatically change so the picture stays in proportion.

#### **To add another slide:**

1. Go to Insert/New Slide
2. Click on blank slide

#### **Animation of Slides:**

1. Go to Slide Show/Custom Animation
2. Click on graphic or text you wish to animate
3. Add effect

#### **To add transitions between slides:**

1. Go to Slide Show/Slide Transition
2. Select transition, speed and/or sound. Decide if slide will advance on mouse click or automatically.

**Save your Presentation to your "P" drive and the "K" drive**

***To Save Your Presentation:***

Remember to save to your "P" drive. If you are linking shows, save your presentation by your last name and the name of the project in the K drive in the appropriate folder labeled with your teacher's name and your class period.

Example: Smith-Speak Project/K/Hogan, Period 3

***To Print Your Presentation:***

To print determine your needs. Are you printing 9 slides to a page, 6 slides to a page, or your notes from the note field? Look at "print what" and select from the appropriate menu.

*Adapted from Lytwynec, J.E. "PowerPoint I Workshop: Creating a Simple Presentation." Simsbury Public Schools, 12/02/02.*

## Saving from P to K drive

**Every 10 minutes be sure to save your work to your "P" drive.**

Go to:

File/Save As

In "File Name" - Type the name of your PowerPoint Presentation, followed by your name.

Example: Byzantine, Mike Smith

5 minutes before the end of class:

Save again to your "P"

You must also save to the "K" drive.

The "K" drive is a shared network drive and since you are working in a group, you will need to access each other's work from this shared drive. Because it is a shared drive it can be accessed by all. If anyone can access it, anyone can delete it, so it is imperative to always save to your "P" drive first.

**To save to the "K":**

Go to:

"File/Save As"

At the "Save In" dialog box, click on the drop down menu.

Scroll down to the folder labeled with your teacher's name and your period. Example: Jeffers, Period 1.

Open your groups' folder. Example Group 3

In "File Name" dialog box - Type the name of your PowerPoint presentation followed by your name.

Example: Byzantine, Mike Smith

Click on "Save"

## Using the note field

Open PowerPoint.

Look at the bottom of the screen where it says: Click to add notes. Click there.

Notice that there is a scroll bar in the note field so you can see all of your notes.

**Using the Notes Page:** Put the source for the text and images on the slide in the notes page so you can copy and paste the citation onto the last slide. Write what you want to say about the slide when you are giving your oral presentation. The slide is in bullets, but your notes should be in complete sentences. When you are done, print a version of your PowerPoint that displays the notes pages so you can use this printout when presenting.

To print your slide and your notes select Print. Under Print what: Use the drop down arrow to select Notes Pages.

You will print one slide at a time with Notes Pages.

## Videos-Inserting videos into your PowerPoint

### Getting a Video from United Streaming

(note: if you get a video from another source, save it on a flash drive and then on your P drive )

Library Resources-Virtual Library-Databases-United Streaming-User Name: simsburyhs

Search your topic

Look at Video segments--Middle icon is download-Choose open or save

You can open the video to play it. If you like the video save it to your P drive.(example snakes locomotion)

Teachers save videos to the V drive.

### Playing the Video to see if you want to use it

Start-Windows Media Player (note: if you get a blank screen that is a problem with the Windows Media Player)

### Editing the video or choosing a few clips instead of the whole video)

Start-Windows Movie Maker

File- Import (to import clips)

Drag the clips that you like to the boxes at the bottom of the screen. You are creating a story board of clips.

Play Entire Story board

(note: The buttons on the player are: Pause, Stop, Back, Previous, Next, Forward, Full Screen, Split clip, Plan)

Cut the clips you don't want. You can also rearrange the clips.

Save project as Edited (whatever the title of the video is ex. Edited snakes locomotion)

You don't need a backup copy.

### Inserting the video into your PowerPoint

Open your PowerPoint and get a blank slide

Insert-Movies and Sounds-Movie from file

When you play your PowerPoint the video will automatically play or you can click on it to play. You can enlarge it.

Save to your P drive.

## PowerPoint Technology Tips

[Technology Tips](#) (PowerPoint 97-2003 presentation)