

## Using Microsoft PowerPoint - Session Outline



- Don't forget to try Help
- File system reminder
- Toolbars and formatting similar to MS Word
- =====
- **Basic Guidelines**
  - Types of Presentations
    - Decide on the type of presentation
      - Audience – Who are they? What do you want them to learn?
      - Select “**Style**” appropriate for the audience
      - Select final Type of show: PowerPoint, photo album, movie...
- **Setting up for the job**
  - Define the objective (on paper, on screen or in mind.)
  - Assemble materials in a New folder.
  - Prepare a short outline or storyboard.
  - Open PowerPoint.
  - Save it as a ppt or pptx in the same folder with a GOOD name to make sure the work is saved. Later decide on the final style and format to save the presentation.
  - Make the presentation.

### Examples

- **Picture slide show**
  - Choose any style for a title slide, have fun!
  - Same for credits
  - Same for changes of location if, for example, a trip photo show = transitions between slides
- **Presentation to a group**
  - Minimal text on the slides
  - Large type (cannot be too large) - This is what the audience reads.
  - The slides are the keys to what is said, not the verbatim content.
  - Never read your slides.
- **Slide show for a web site**
  - Clear titles, but smaller fonts and
  - More text than for a live show
  - More detail so the explanation is more or less complete
  - Style sans serif font like this for computer screen vs this serif font