PowerPoint: What's the point?

Tools and Tips #1

For More Effective Teaching

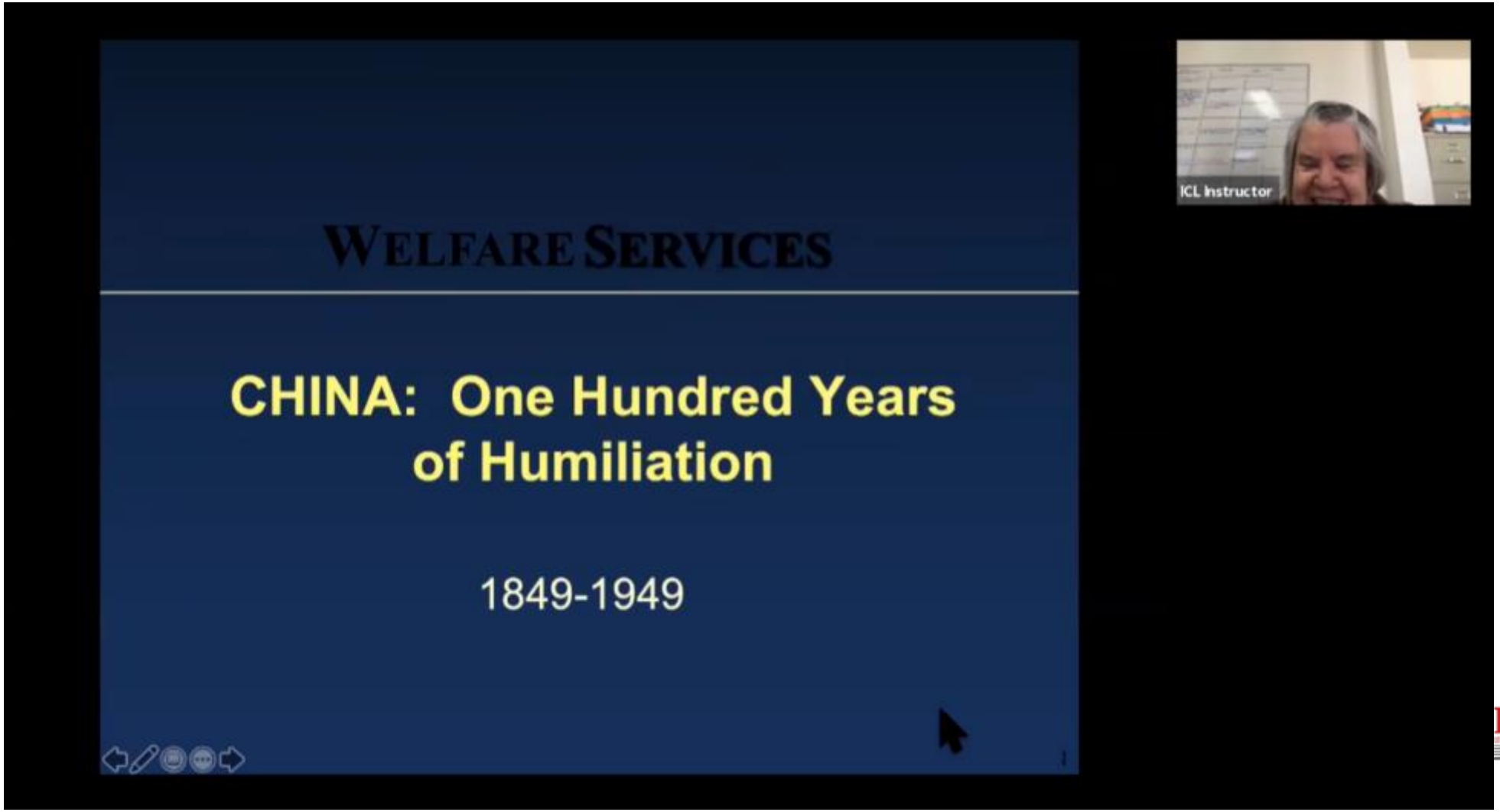
ICL Fall 2023

Read Gilgen

Topics

- Do’s and Don’ts (Class #1)
- Creating slide show
- Presenting Slide show
- Objects & Layers (Class #2)
- Text
- Transitions
- Animations
- Graphics (Class #3)
- Multimedia (Class #4)
- Links (Class #5)
- Slide Masters
- Slide Show Sharing Options
- Other

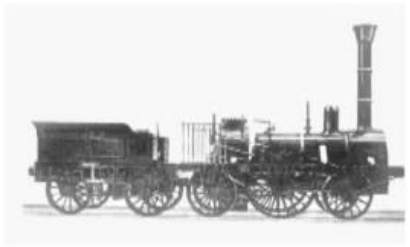
Sample Presentations



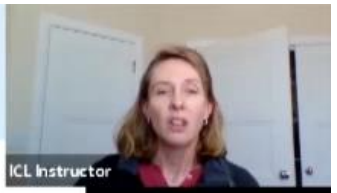
Sample Presentations

Sample Presentations

Preparations



First steam locomotive
in Germany (1835)



Instructor uses the Slides themselves to guide lecture.

Sample Presentations

Instructor uses the “Presenter Mode” to read notes while presenting.

POWERPOINT PRESENTING

Instructor uses the "Presenter Mode" to read notes while presenting.

A Mark Twain critic described Tom as "an infant Adam, living an eternal Summer before the Fall."

DO's

- Do remember PowerPoint is only a tool, not a substitute
- DO Be sure what you want to accomplish
- DO Know your audience
- DO Sketch out an outline of presentation
- DO Create basic slides (text) first
- DO Add appropriate visual elements later
- DO Consider what grabs *your* attention (magazine & TV ads, billboards)

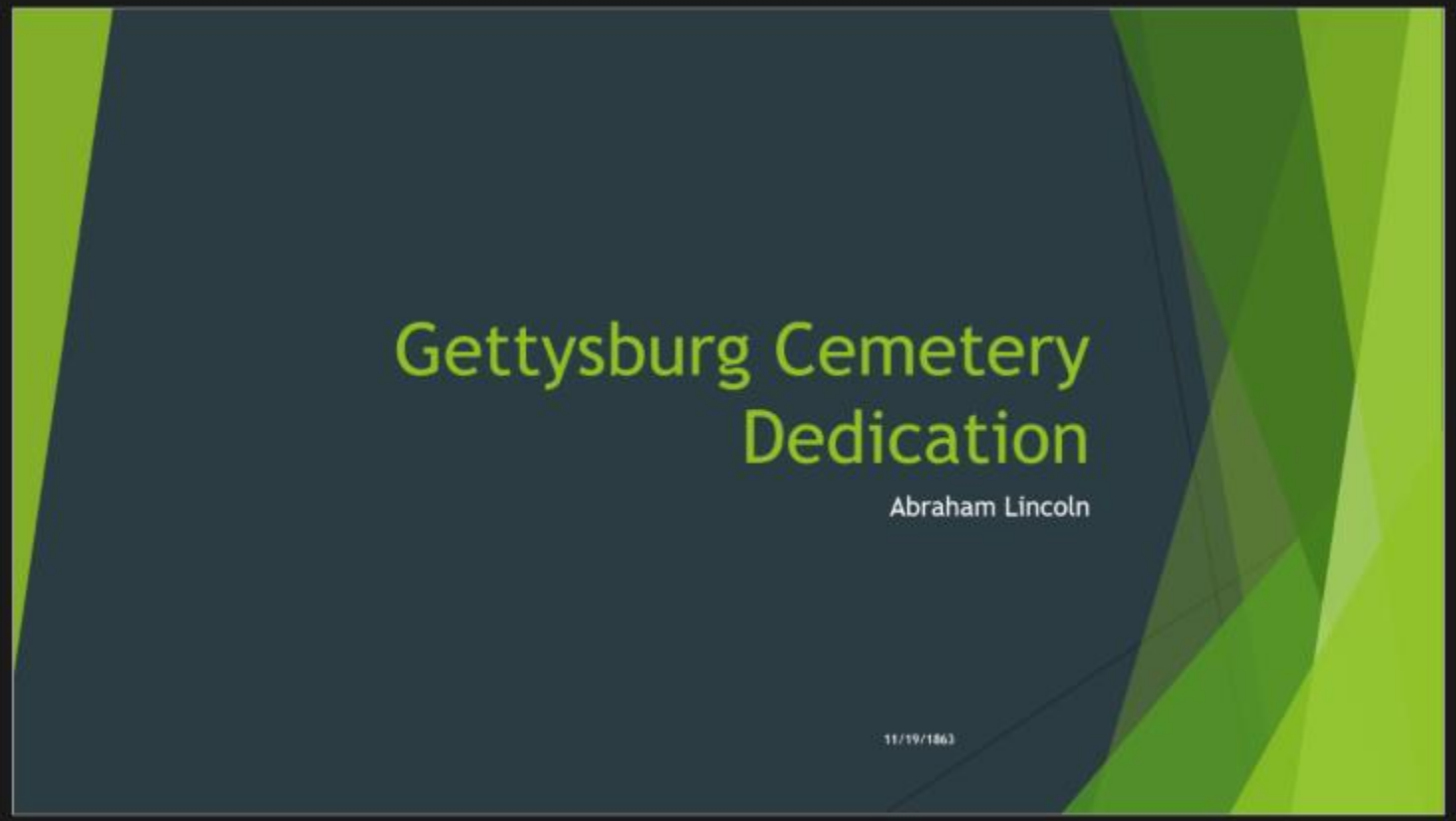
Don'ts

- Do NOT use PowerPoint when another approach would be more appropriate, simpler, less technology dependent

What if Lincoln had used PowerPoint at Gettysburg?

SHOW TASKBAR DISPLAY SETTINGS END SLIDE SHOW

0:00:13 3:13 PM



Next slide

Four score and seven years ago our fathers brought forth on this continent, a new nation, conceived in Liberty, and dedicated to the proposition that all men are created equal.

Now we are engaged in a great civil war, testing whether that nation, or any nation so conceived and so dedicated, can long endure. We are met on a great battle-field of that war. We have come to dedicate a portion of that field, as a final resting place for those who here gave their lives that that nation might live. It is altogether fitting and proper that we should do this.

But, in a larger sense, we can not dedicate -- we can not consecrate -- we can not hallow -- this ground.

Slide 12 of 74

Gettysburg Cemetery Dedication

Abraham Lincoln

11/19/1863

Agenda

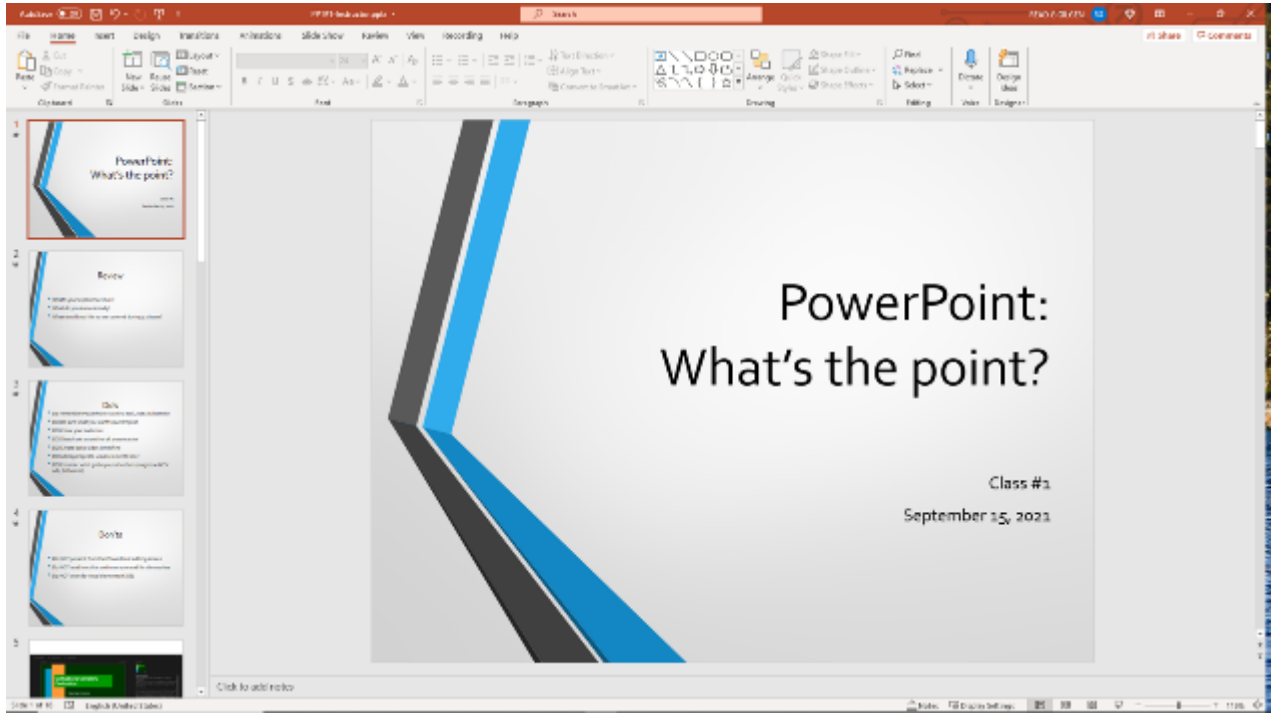
- Met on battlefield (great)
- Dedicate portion of field - fitting!
- Unfinished work (great tasks)

Review of Key Objectives & Critical Success Factors

- What makes nation unique
  - Conceived in Liberty
  - Men are equal
- Shared vision
  - New birth of freedom
  - Gov't of/for/by the people

Don’ts

- Do NOT use PowerPoint when another approach would be more appropriate, simpler, less technology dependent
- Do NOT present from the PowerPoint editing screen



Don’ts

- Do NOT use PowerPoint when another approach would be more appropriate, simpler, less technology dependent
- Do NOT present from the PowerPoint editing screen
- Do NOT read text that audience can read for themselves
  - Talk about the bulleted item but don’t read it
  - Read quotes
  - Avoid long paragraphs of text (it’s not called PowerParagraph!)

Don’ts

- Do NOT use PowerPoint when another approach would be more appropriate, simpler, less technology dependent
- Do NOT present from the PowerPoint editing screen
- Do NOT read text that audience can read for themselves
- Do NOT overdo visual elements (KISS)
- Do NOT give the impression you’re majoring in PowerPoint 101

Huckleberry Finn

LIFE AFTER DEATH BY POWERPOINT 2012

WITH

DON MCMILLAN

Don’ts

- Do NOT use PowerPoint when another approach would be more appropriate, simpler, less technology dependent
- Do NOT present from the PowerPoint editing screen
- Do NOT read text that audience can read for themselves
- Do NOT over do visual elements (KISS)
- Do NOT give the impression you’re majoring in PPt 101
- Do NOT go to class without serious practicing
- Do NOT depend completely on slide show (have backup plan)

Guide for Better Presentations

https://cft.vanderbilt.edu/guides-sub-pages/making-better-powerpoint-presentations/

Creating the Slide Show

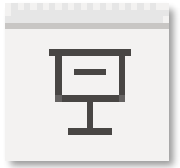
- Outline of thoughts
- File/New/Blank Presentation (clean slate!)
- Enter text in title slide
- Insert/New Slide OR **Ctrl+M**
- Choose a Slide Size
- Choose a design (Themes & Variants)
- Choose layout type (Home/Layout)
- Enter text in titles and bullets
- Copy or Cut and paste slide

Preparing the Slide Show

- (Re)organizing slides
- Normal View
- Slide Sorter View
- Notes box (in Normal View)
- Outline View
- Hide slide(s): Why?

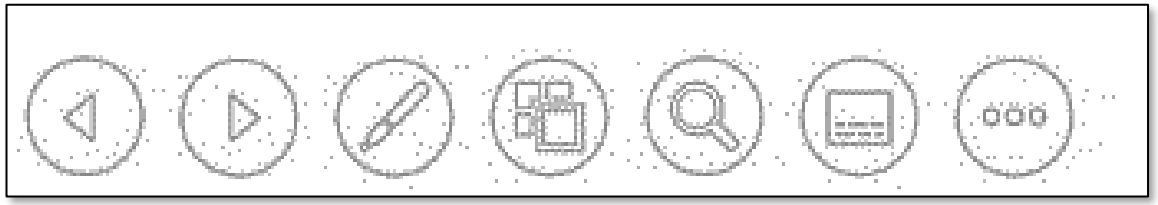
Presenting the Slide Show

- Slide Show/From Beginning (or F5)
- Slide Show/From Current Slide (or Icon at lower right)
- Press ESC to stop slide show
- Set Up Show
  - Monitors
  - Presenter View



Presenting the Slide Show

- Navigation *during* slide show
  - On-screen controls (faint icons at lower left)
  - Pop-up menu controls (right mouse click)
  - Pointer Options
  - Keyboard shortcuts (skip the mouse/menus)
    - Space bar to advance
    - Arrow/Pg keys
    - Esc to stop slide show
    - B for Black/Unblack
    - W for White/Unwhite
    - G for Gallery of all slides/Slide show



Questions/Projects

Time for you…

- BONUS Suggestions
  - Free PowerPoint
  - Why use a mouse?
  - Mouse pointer resizing
  - Zoom / Slide layout

Next Time?

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