

# 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

The image shows a presentation slide with a dark blue background. At the top, the text "WELFARE SERVICES" is written in a dark, serif font. Below this, a horizontal white line separates the header from the main content. The main content features the title "CHINA: One Hundred Years of Humiliation" in a large, bold, yellow sans-serif font, followed by the dates "1849-1949" in a smaller, white sans-serif font. In the bottom left corner, there are several small, light-colored icons: a left-pointing arrow, a pencil, a circular icon with a plus sign, a circular icon with a minus sign, and a right-pointing arrow. In the bottom right corner, there is a small white mouse cursor icon. In the top right corner of the slide area, there is a small video inset showing a person with grey hair, identified as "ICL Instructor", in a room with a whiteboard and a colorful object on a shelf. In the bottom right corner of the entire image, there is a small red and white logo for "ICL" with the text "INTERNATIONAL COLLEGE OF LONDON" below it.

# Sample Presentations

**A Pen Warmed Up  
in Hell**

**MARK TWAIN**

**on**

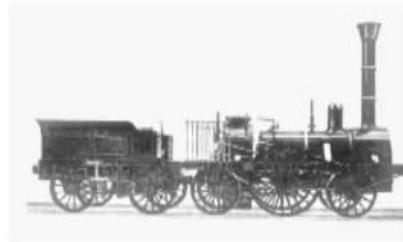
**The Damned Human Race**

**January 13, 2021**



# 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.



Next slide



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?



0:00:13 || ↺

3:13 PM

# Gettysburg Cemetery Dedication

Abraham Lincoln

11/19/1863



Slide 12 of 74



Next slide

Agenda

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.

A<sup>+</sup> A<sup>-</sup>

# Gettysburg Cemetery Dedication

Abraham Lincoln

11/19/1863

# Agenda

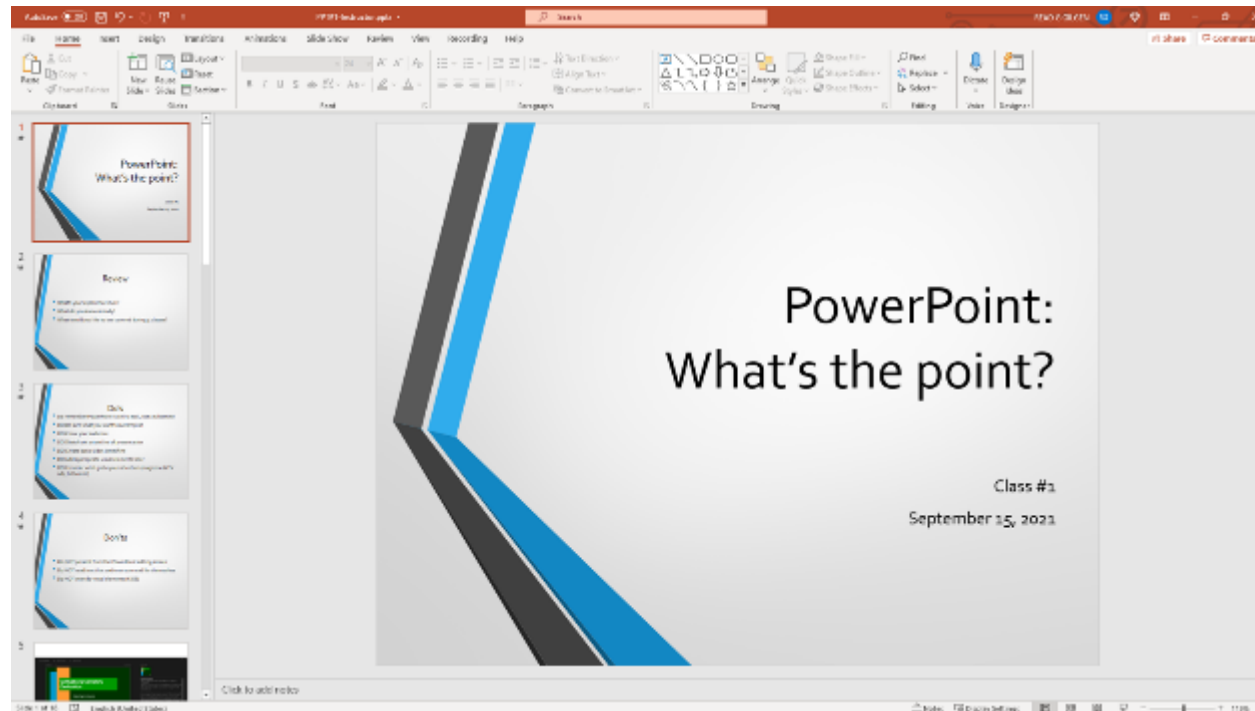
- ▶ Met on battlefield (great)
- ▶ Dedicate portion of field - fitting!
- ▶ Unfinished work (great tasks)

# 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

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- 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

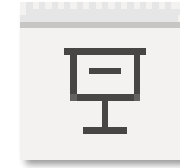
# Preparing the Slide Show

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



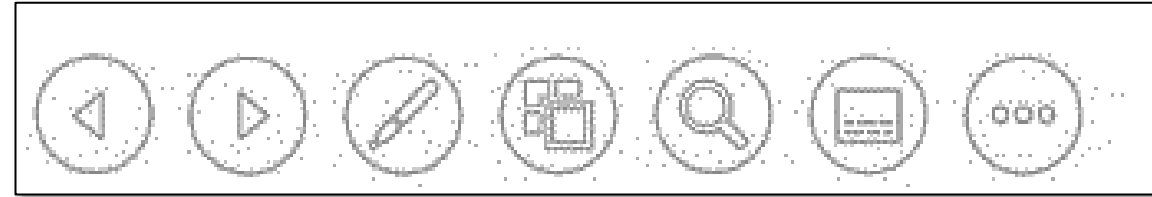
# Presenting the Slide Show

- 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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