Lunch & Learn: Advanced PowerPoint

Feb 7th, 2014
Designing Effective Slides

- Aspect Ratio
- Themes and Templates
- The Slide Master
- Fonts
- Rulers and Guides
- Animations and Effects
What makes an effective slide?

- Point 1 is a short point
  - Subpoint 2
    - Subpoint 3
      - Subpoint 4
    - Subpoint 5
- Point 2
  - Point-Sub 2.1
Aspect Ratio

- Know your screen format
- 4:3 (standard) vs 16:10 (widescreen)
- The ITS website lists all room’s aspect ratio here: https://www.law.upenn.edu/its/media/
- Correct aspect ratio will ensure your presentation is not stretched nor letterboxed on the projector
Themes and Templates

• Templates
  – Contains content and design elements as a starting point of a presentation

• Theme
  – A set of predefined fonts, colors, background and effects
  – Contains no pre-loaded content
Themes

CLICK TO ADD TITLE

Click to add subtitle
The Slide Master

- Slide master view allows you to edit the entire look of a presentation by editing one slide
- Saves the time of having to set fonts and bullets styles each time a new slide is added
- Allows you to edit slide types independently
Creating and saving the slide master

• Create the slide master prior to building individual slides
• Slide Master displays a parent slide with multiple child slides
• Editing the top (parent) slide will change the settings for all child slides
• Editing a child slide will only apply the changes to that type of slide
• You can save the slide master as a template for future presentations
  – Save the whole presentation as a PowerPoint Template (.potx file)
Fonts

• Use large **fonts!**
  – This is hard to read even on a large screen

• Better to use sans serif fonts for ease of reading

• Stay away from decorative fonts: *avoid this & this*

• Embedding your fonts guarantees the presentation will display as intended on PC or Mac.
Rulers and Guidelines

• Align your content on the slide precisely with rulers, guides and grids
Align with Grids

- Click to add text
Animations

• Use animations effectively
  – This is not effective
  – This is better, but still a little too much

• A good use of animations:
  – Point 1
  – Point 2
  – Point 3
Multimedia
Videos in PowerPoint

**Linked**
- Reduces size of your presentation
- Link to a video:
  - On your local drive
  - From a web site, such as YouTube or Hulu

**Embedded**
- Increases the size of your presentation
- No lost files because all files exist in PPT/PPTX
File Types Supported in PowerPoint

• PowerPoint will support .mov and .mp4 (requires QuickTime)
• Adobe Flash (.swf) also supported (requires Adobe Flash player)
  – There are some limitations when using Flash in PowerPoint 2010 including:
    • Inability to use special effects
    • No fade or trim capabilities
    • Unable to compress files
Embed a Video From a File

1. Select the slide which you would like to embed the video
2. On the Insert tab, click the arrow under Video, and then click Video from file
3. In the Insert Video dialog box, locate and click the video that you want to embed, and then click Insert
Link a Video From a File

By linking your video, you can reduce file size

1. Select the slide in which you want to embed a video
2. On the Insert tab, click the arrow under Video, and then click Video from file
3. In the Insert Video dialog box, locate and click the video that you want to embed, and then click Insert
Link a Video From the Web

This feature is no longer available. There is a complex workaround but it is more than likely easier to paste a link into the slide like so:

https://www.youtube.com/watch?v=N3pLWkjyHZU

Or

Like via a hyperlink.
Narration
Attaching Narration

• Link or embed the narration
• Under “Slide Show” tab, select “Record Narration”
• Accompany the narration with notes
  – Because audience needs and computer equipment varies, consider accompanying your narration with notes.
  – If you save as a Web page (.htm file), the notes will appear beneath each slide as it displays
  – If you save as a presentation (.pptx) file, you can print out the notes and make them available to your audience.
Saving Your PowerPoint
## PPT vs PPTX

<table>
<thead>
<tr>
<th>PPT</th>
<th>PPTX</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 2003 and older</td>
<td>• 2007 and newer</td>
</tr>
<tr>
<td></td>
<td>• Higher compatibility between other presentation software</td>
</tr>
<tr>
<td></td>
<td>• Smaller file size</td>
</tr>
<tr>
<td></td>
<td>– Embeds files more easily</td>
</tr>
</tbody>
</table>
PowerPoint on Mac OSX/iOS

- Apple devices can open PPT/PPTX files from:
  - Microsoft PowerPoint
  - Apple Keynote
    - Be aware: default file saves as .keynote
  - LibreOffice/OpenOffice
    - Be aware: default file saves as .opd
Saving as a PDF

• For simple slideshows
  – No animations
  – No audio/video files
• Will open on all computers
• Does not need PowerPoint
• Keeps formatting as you create it
Creating A Video

• You can save the slide show with the animations and narrations as a high-quality Windows Media Video (.wmv) file
• Your presentation will be able to be played even if PowerPoint is not installed
• To do that, click "Share" and then under “File Types” select "Create a Video"
Saving Video for YouTube

- MPEG4
- MOV
- AVI
- WMV (requires Windows Media Player or Flip4Mac Quicktime plug-in)
Presenting From Afar

• Skype
  – You can share your screen with one Skype contact at any time during a voice call for free.
  – With Skype Premium, you can share your screen with one or more Skype contacts during a voice or video call.

• Google Hangout
  – Screenshare with unlimited participates

• Adobe Connect
  – Upload to the content library
LEARN MORE!

Call or email ITS: itshelp@law.upenn.edu Phone: 215-898-9140
https://www.law.upenn.edu/its/tips/

- Penn Law ITS: PowerPoint Tips
- Penn Law ITS: Themes and other PowerPoint Resources
- Microsoft: Training courses for PowerPoint 2010
- Lynda.com
  – PowerPoint 2010 Essential Training
  – PowerPoint 2010 Power Shortcuts
  – PowerPoint 2010 Audio and Video in Depth
  – PowerPoint Tips and Tricks for Business Presentations