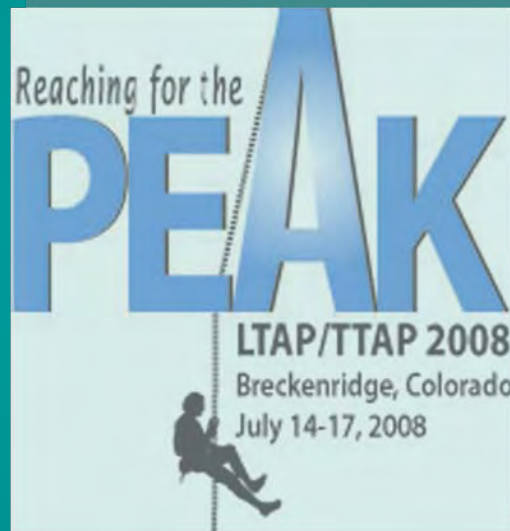


PowerPoints

Simply Put



Montana LTAP

National Conference

July 14-17, 2008

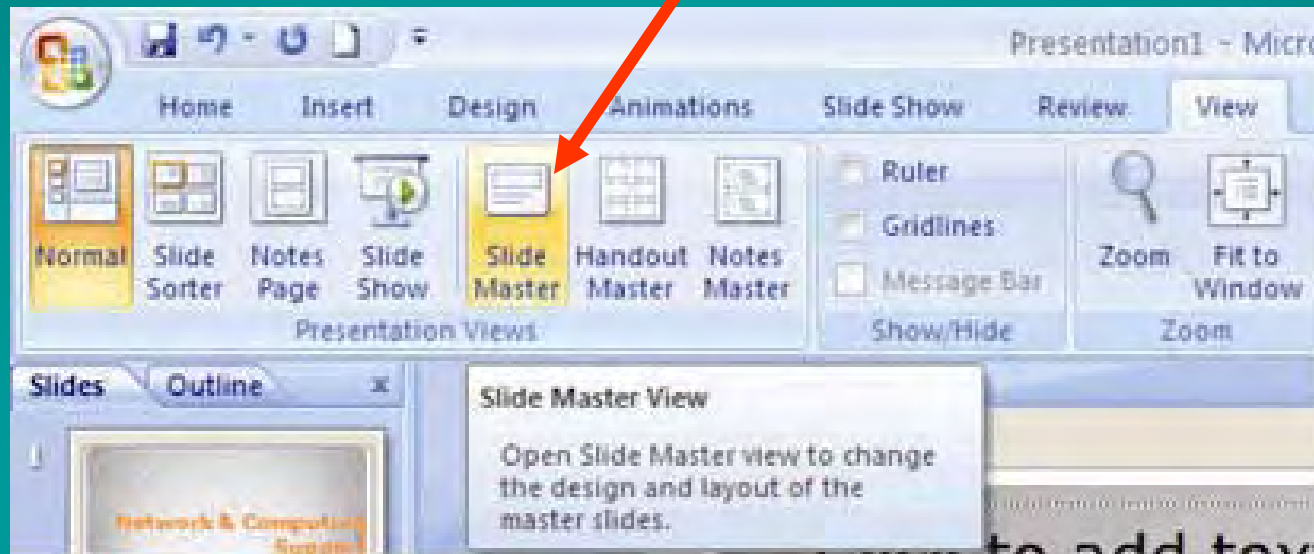
PowerPoints - DO

- Keep it simple
- Mind needs 5 seconds to clear info
- No more than 5 lines per slide



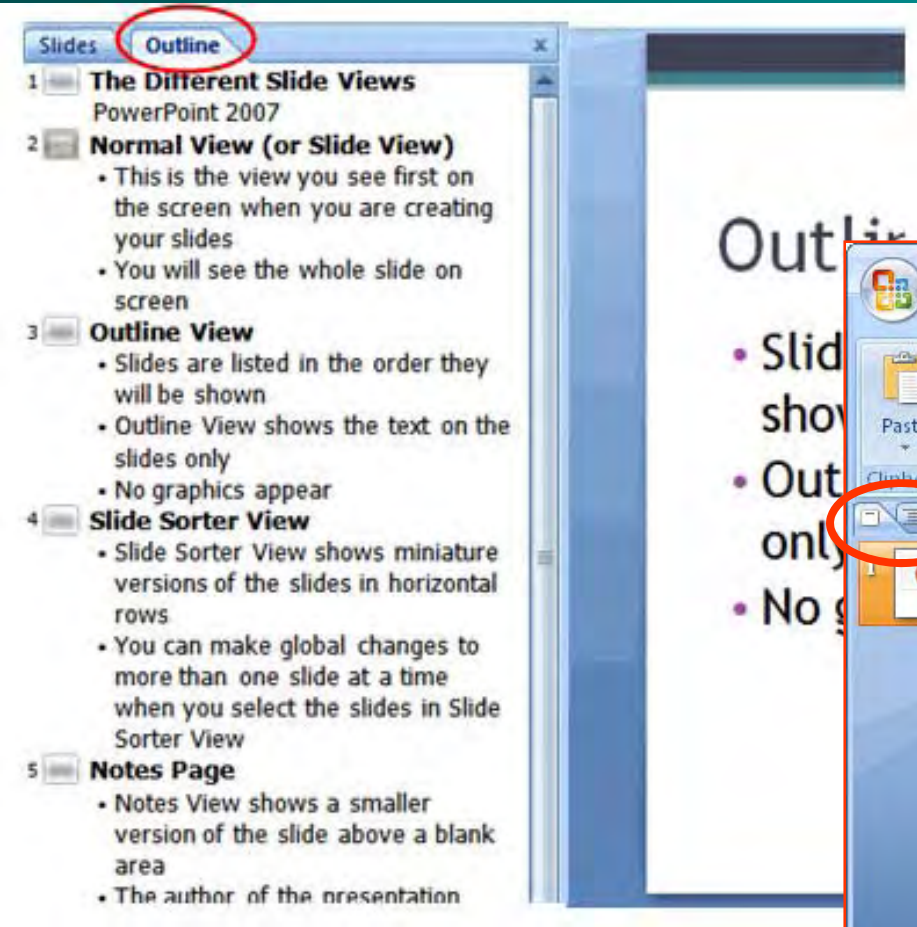
PowerPoints – DO

Use Master Slide View for Layout



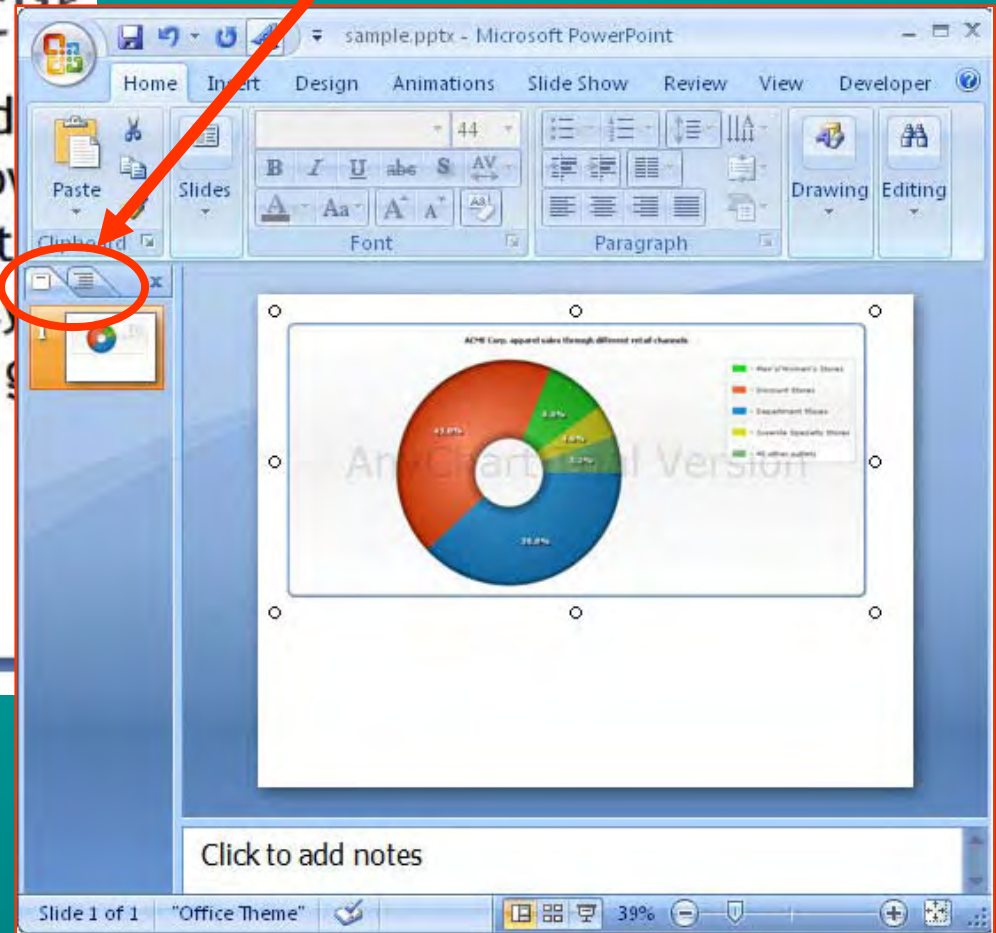
PowerPoints - DO

Use "Outline" View



The screenshot shows the PowerPoint 2007 interface in Outline view. The 'Outline' tab is selected in the top-left corner. The main area displays a list of slide titles and their content. The first slide is titled 'The Different Slide Views' and lists five view options: Normal View (or Slide View), Outline View, Slide Sorter View, and Notes Page. The second slide is titled 'Normal View (or Slide View)' and describes it as the first view seen when creating slides. The third slide is titled 'Outline View' and describes it as a view showing text only. The fourth slide is titled 'Slide Sorter View' and describes it as a view showing miniature versions of slides. The fifth slide is titled 'Notes Page' and describes it as a view showing a smaller version of the slide above a blank area.

- 1 **The Different Slide Views**
PowerPoint 2007
- 2 **Normal View (or Slide View)**
 - This is the view you see first on the screen when you are creating your slides
 - You will see the whole slide on screen
- 3 **Outline View**
 - Slides are listed in the order they will be shown
 - Outline View shows the text on the slides only
 - No graphics appear
- 4 **Slide Sorter View**
 - Slide Sorter View shows miniature versions of the slides in horizontal rows
 - You can make global changes to more than one slide at a time when you select the slides in Slide Sorter View
- 5 **Notes Page**
 - Notes View shows a smaller version of the slide above a blank area
 - The author of the presentation



The screenshot shows the PowerPoint 2007 interface in Normal view. The 'Normal' tab is selected in the top-left corner. The main area displays a slide with a donut chart. The chart is titled 'ACME Corp. reported sales through different retail channels' and shows the following data:

Retail Channel	Percentage
Department Stores	43.0%
Specialty Stores	21.0%
Discount Stores	20.0%
Online	16.0%

The chart is a donut chart with four segments: a large red segment (43.0%), a blue segment (21.0%), a green segment (20.0%), and a yellow segment (16.0%). The legend on the right lists the categories: Department Stores (red), Specialty Stores (blue), Discount Stores (green), and Online (yellow). The status bar at the bottom shows 'Slide 1 of 1', 'Office Theme', and a zoom level of 39%.

PowerPoints – Don't

- Have excessive data
- Use too many slides

Do use supplements such as handouts, websites, e-mail addresses

PowerPoints - Fonts

- San-serif: no tails
- Serif: with little tails (printed materials)
- Headlines: San-serif preferred
- Bullets: San-serif
- Font size - no smaller than 32 in body

PowerPoints - DO

- Use dark background with light type
- Avoid white lettering - it expands

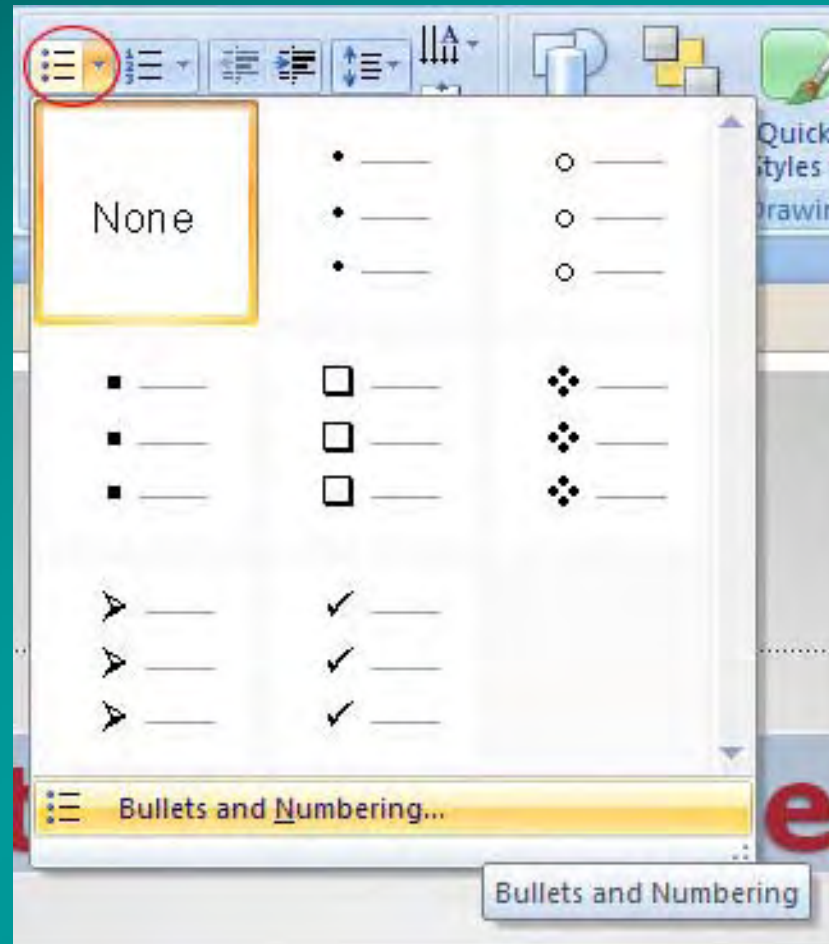


PowerPoints – DO



- Use Spell Check
- When in Outline View just highlight type and click F7

PowerPoints – Bullets



➔ Only use to clarify point

PowerPoints - DO

- Use Graphics - Keep simple
- Limit animation
- Keep audience attention
- Remember **“Pointless Motion”**

A Few References:

www.cob.sjsu.edu/splane_m/PresentationTips.htm

www.cheney268.com/training/PowerPoint/PowerPointTips.htm

http://kinesiology.boisestate.edu/kines442/tips_for_making_effective_powerp.htm

<http://www.creativemindsinc.com/>

<http://www.crystalgraphics.com/>

<http://office.microsoft.com/training/training.aspx?AssetID=RC010858061033>