PowerPoint

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JUST BECAUSE YOU CAN, DOESN’T MEAN YOU SHOULD
Edit Design Template / Color Schemes

- Use Task-Pane
- Look at Design Templates
- Look at Color Schemes
- Choose one, then go to bottom and choose Edit Color Schemes.
Edit Animation Schemes

- If you must, use task pane, choose animation schemes
- Can be extremely annoying – don’t do it!
Bullets and Numbering

- You can make changes in any way you wish.

- Just Select bullet points, then format → bullets and numbering.

- Choose Picture or Customize type to change styles – Best to use conformity, but not essential.

- Note that you can also change the colors.
Great Titles

• Descriptive
• Short
• Action Oriented
Slide Content

- Descriptive
- Short
- Easy to Read
- Action Oriented
- Outline in Nature
Speaker Notes

- PowerPoint slides are typically an outline.
- At bottom of slide while adding content, you may add speaker notes by clicking and adding information in: CLICK TO ADD NOTES section.
- These will not show up during presentation or even to you as you are presenting – so … why use them.
- There is an option to print slides with speaker notes. - Print Notes Page
Using ClipArt

- Insert → Picture → Clip Art
- Search for Needle …
- Use Clips Online to get more pictures.
- Choose individual picture to resize, crop, rotate, etc.
Using Photos

- Insert → Picture → From File
- Manipulation is similar to clip-art methods
- Show demonstration of picture toolbar.
- Use toolbar – look at compression
- Use Alt-Print Screen to capture screen images to clipboard. Demo - Google
Tables

- Insert → Table

- Use Table Toolbar

- Copy/Paste from Word/Excel also works.

- Use toolbars to format all aspects of your table

<table>
<thead>
<tr>
<th>Data 1</th>
<th>Data 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column 1</td>
<td>Column 2</td>
</tr>
<tr>
<td>Easy</td>
<td>Very</td>
</tr>
<tr>
<td>To</td>
<td>Create</td>
</tr>
</tbody>
</table>
Tables

- Tables and Borders Toolbar can be helpful (but I typically use right-click or menu options.)
Charts (Graphs)

• Use Toolbar and manipulate information in data view and chart type and chart options (similar to Excel)
I usually just use Excel or some other package to create graphs, then copy/paste to PowerPoint.

- Discuss entrance effects
- Animate then choose effect options (chart)
Autoshapes

- Available on Draw Toolbar. More useful than you think. (Mini-Visio)
Autoshapes – 3D

• Available on Draw Toolbar. More useful than you think.

• Use this icon on the Draw Toolbar →
Aligning Shapes

- Available on Draw Toolbar. Draw Menu. Align or Distribute (demonstrate align and distribute properties)
Grouping and Stack Order

- Grouped

- Ungrouped
Text in Drawing Elements

Embedded Text

Callouts

Callout
Connectors (similar to Visio) – Great for flowcharts, etc.

- Curved
- Elbow
- Straight
WordArt - OBJECTS
Organizational Charts (Insert Diagram)

Could use autoshares and connectors to build by hand, but the auto-org chart is easier – USE TOOLBAR
MultiMedia – Movies and Sound

- Just because you can … doesn’t mean you should.

- Occasionally, you can improve content using multimedia, but be careful not to overdo this.

- Best choice for PowerPoint is avi files.

- From menu, choose Insert → Movies and Sound.

- Action Settings help with control.

Worse!

Horrible!
MultiMedia – Find Medical Example from Internet
Hyperlinks

www.mc.vanderbilt.edu

www.bbc.com

Just type them – they are mostly automatic. Right-click and Remove Hyperlink to remove.

Note that they are nice to use in presentation because closing the web application will bring back to same spot in PowerPoint file.
Slide Transitions

Right-click slide in slide pane and choose Slide Transition

(don’t overdo this - keep it simple and consistent)

Although possible, everyone will hate you if you use sound on transitions just for entertainment !!!
Animation – can really help!

- Animate with a purpose.
- Be consistent.
- Do not waste time.

- Any object can be animated – Order is very important. Right-Click → Custom Animation. Change order as needed.

- Just play with entrance/exit effects.
Animation – Graphs

Animate Graph ➔ Choose Effect Options ➔ Chart Animation
Animation Example – Navier-Stokes Equation

\[ \rho \left( \frac{\partial v_x}{\partial t} + v_x \frac{\partial v_x}{\partial x} + v_y \frac{\partial v_x}{\partial y} + v_z \frac{\partial v_x}{\partial z} \right) = -\frac{\partial p}{\partial x} + \mu \left( \frac{\partial^2 v_x}{\partial x^2} + \frac{\partial^2 v_y}{\partial y^2} + \frac{\partial^2 v_z}{\partial z^2} \right) + \rho g_x \]

\[ \rho \left( \frac{\partial v_y}{\partial t} + v_x \frac{\partial v_y}{\partial x} + v_y \frac{\partial v_y}{\partial y} + v_z \frac{\partial v_y}{\partial z} \right) = -\frac{\partial p}{\partial y} + \mu \left( \frac{\partial^2 v_y}{\partial x^2} + \frac{\partial^2 v_y}{\partial y^2} + \frac{\partial^2 v_y}{\partial z^2} \right) + \rho g_y \]

\[ \rho \left( \frac{\partial v_z}{\partial t} + v_x \frac{\partial v_z}{\partial x} + v_y \frac{\partial v_z}{\partial y} + v_z \frac{\partial v_z}{\partial z} \right) = -\frac{\partial p}{\partial z} + \mu \left( \frac{\partial^2 v_z}{\partial x^2} + \frac{\partial^2 v_z}{\partial y^2} + \frac{\partial^2 v_z}{\partial z^2} \right) + \rho g_z \]
Animation Example - Viscosity

At steady-state
Setting up a Show

• Slide show → Setup – Use Manual Timings

• Kiosk / Looping might be helpful for automated shows.
Rehearse Timing

- Slide show → Rehearse Timing

- Don’t forget to reset setup to manual control or you’ll be sorry when you move to production mode in front of live audience. Slide show → Set Up Show → Advance Slides → Manually

- Show repeat to reset time for just current slide.
Saving Shows

• File ➔ SaveAs gives lots of options

• Web page is pretty handy if you wish to publish as web-view without giving away your slides)

OR

Print as PDF Document.
Hidden Slides

• This option will allow you to hide slides while maintaining their order in your overall presentation. Right Click and choose Hide Slide while viewing the slide outline.
• Slides are still available if you Right Click and choose Go → ByTitle (Hidden in parentheses)

• Another option – Stick “Just In Case” slides after a pretty “End” slide in your presentation. Jot the numbers of the “Just In Case” slides and have them handy on a note card. While in presentation mode, just type in the numbers of the slide you wish to view and hit enter.

• Right-Click and choose Go → Previously Viewed to not lose place within presentation.
Black Screen / White Screen

• Right-Click → Screen → Black Screen will temporarily blank out the projector display. This can be very useful if you want to take focus away from computer presentation to talk or especially if you are using a whiteboard behind screen and want to move temporarily to a chalk-talk.

• Quicker way to Black or White screen is to type the character “b” or “w” while presenting.
Pointer Options

• Pointer options are useful, but only if you have practiced and can do it seamlessly.

• Right-Click → Pen.