PowerPoint: More than just Words on a Slide

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Developing a Presentation

- Frame out ideas – brainstorm
  - Paper tablet
- Organize to make sense
- Seek information to include
- Start typing
- Insert new slides where appropriate
- Make revisions as needed
Providing the Presentation

- Be confident
- Project your voice
- Print out a copy of the presentation with Notes
  - Print as normally do
  - On Print Options select “Notes Page” from Print what drop down menu
A presentation that limits the number of words on a slide and emphasizes the power of graphics to make the point.

Sample [presentation](#)
How to insert a hyperlink to another PowerPoint

- Select “Insert” tab at top of screen
- Select “Hyperlink” in the “Links” section
- Select the PowerPoint presentation of your choice
  - It will automatically set the presentation in the “Address:” text box
  - For last example “Other PowerPoint Presentation..”
Hyperlinks to videos

- Watch this video about how NOT to use PowerPoint

- Select “Insert” tab at top of screen
- Select “Hyperlink” in the “Links” section
- Type the phrase you wish to include in the textbox “Text to display”
- Copy/Paste the website address in the textbox “Address:”
Insert an image

- Select “Insert” tab at the top of the screen
- Select “Picture” from “Illustrations” Section
- Pick the picture you desire from the selection that appear
- Manipulate to fit your needs
- Follow similar procedure for “Clip Art”, “Photo Album”, “Shapes”, and “Chart”
Insert a Movie Clip

- Select “Insert” tab at the top of the screen
- Select “Movies” from “Media Clips” section
- Pick the movie clip you desire from the selection that appears
Other Uses for PowerPoint

- **Games**
  - Jeopardy
  - Who Wants to be a Millionaire

- **Automated slide show**
  - Show photographs and merge with music
    - Link to Sound clips, photos, and using Advance Slide function found in “Animations”
CAUTIONS!!!!!!

- If you create a PowerPoint on either a PC or a Mac, be certain to show the PowerPoint on the same platform.

- Keep all files that are hyperlinked in the same folder.

- When showing a YouTube video, it is best to insert the hyperlink to the web connection.

- If you are embedding a video it works best if you use a .WMV file.
Final Note

- Practice your presentation!
- Make sure all links work
- Run presentation from the drive you will be using
  - Jump drive
  - Laptop
  - Workstation