

Using PowerPoint for Good

It's Not Just for Presentations

By

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Agenda

- PPT Advice and Tips
- Make it easy for yourself
- Text and Shapes / Design Ideas
- Picture Formatting / Design Options
- Print & Publishing Options

- Q&A (throughout)

PPT Advice & Tips

Common Mistakes to Avoid In Presentations

Text and Font

Small (18pt)

What size is right? (32pt)

Large (54pt)

Too Much Text / Clutter

Font Type – *Font Type* – Font Type
Font Type – **Font Type** – Font Type

Slide Content

- Color and Color Combinations
- Ineffective Use of Images

Text Color

Text Color

Text Color

Text Color

Text Color



Presenting

- Too Many Slides
- Reading Every. Single. Word.
- Talking to the Screen
- Not Practicing Your Presentation



Bullet Points

- The quick brown fox jumps over the lazy dog.
- ✓ The quick brown fox jumps over the lazy dog.
- 1. The quick brown fox jumps over the lazy dog.
- 2. The quick brown fox jumps over the lazy dog.
- ◆ The quick brown fox jumps over the lazy dog.
- 🖥 The quick brown fox jumps over the lazy dog.

Building your Brand



1. **Define your brand:** Take out a piece of paper and write down the words and values that people would use to describe you.
2. **Have a specialty:** Specializing in a skill that is relevant to your field—and being vocal about that—will help you stand out in the crowd.
3. **Write your bio:** Write a short bio—or update the one you have—so you have it ready.
4. **Create a blog or personal website:** When I started my blog, I never imagined that anyone other than my closest friends and family would read it.
5. **Use professional networking sites:** Professional networking sites are yet another Internet home where you can promote your academic or career changes and achievements.
6. **Build your communication skills**
Whether you're shy or outgoing, it's important to be able to communicate well—particularly about yourself—as you build your brand.
7. **Participate on social media:** Social media is a perfect—and free—platform for positively promoting your brand. You can share articles, blog posts and work-related achievements.
8. **Build your network:** In order to build and share your personal brand, you need to also be building your professional network.
9. **Say no:** Now that you have your personal brand in place, protect it. Say no to opportunities, projects, freelance work or social media posts that are not aligned with your brand.
10. **Do good work and live your values:**
Your work and actions speak volumes about your personal brand—and you, as an individual. You can say you hold certain values, but your actions, your experience and your words have to embody them.

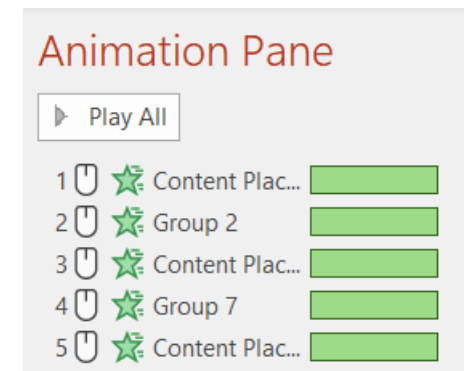
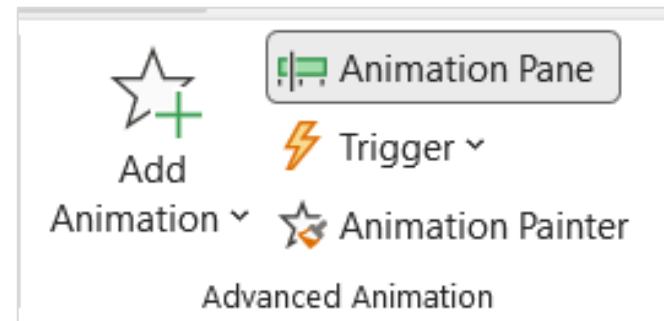
Building your Brand

- 1. Define your brand**
- 2. Have a specialty**
- 3. Write your bio**
- 4. Create a blog**
- 5. Professional Networking Sites**



Animations

- Over-using the Animations
 - Just because you can doesn't mean you should
- Too Many Animations
 - Keep it simple
- Animation Pane & Painter
 - Life Saver



Transitions

The image shows the Microsoft PowerPoint interface with the **Transitions** ribbon selected. The ribbon contains icons for various transition effects: None, Morph, Fade (highlighted with a red box), Push, Wipe, Split, Reveal, Cut, and Random Bars. Below the ribbon is a task pane titled "Transition to This Slide".

Transition to This Slide

Sound: [No Sound] v

Duration: 00.75 ^ v

Apply To All

Advance Slide

☒ On Mouse Click

☐ After: 00:00.00 ^ v

Timing

Effect Options v

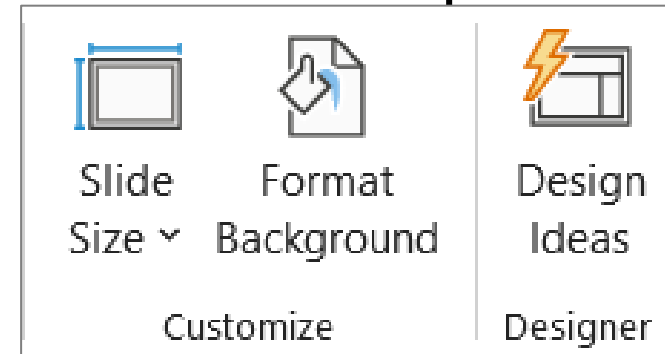
- From Right
- From Top
- From Left
- From Bottom
- From Top-Right
- From Bottom-Right
- From Top-Left
- From Bottom-Left
-

Making it Easy for Yourself

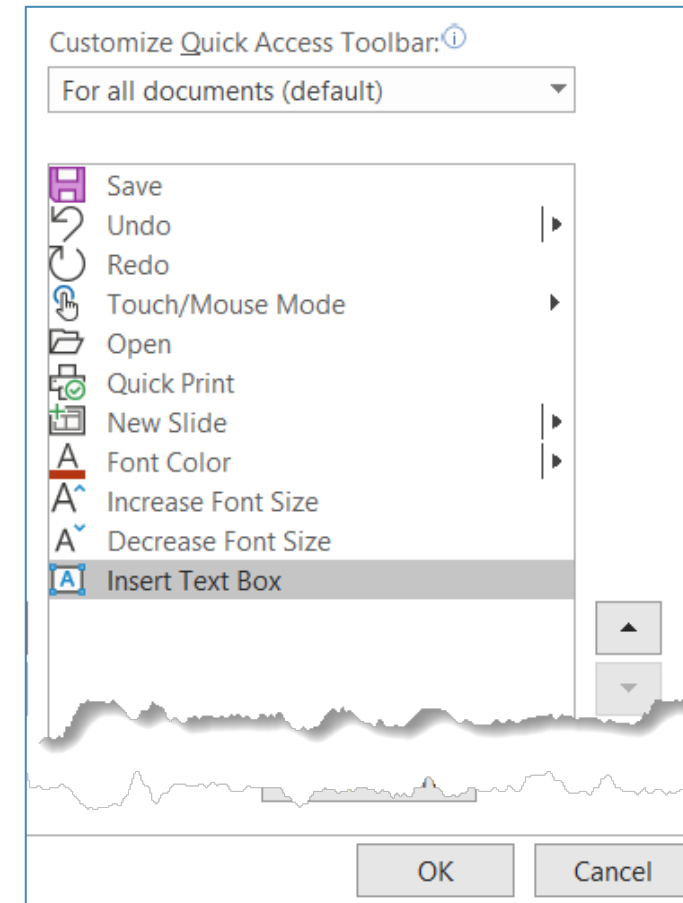
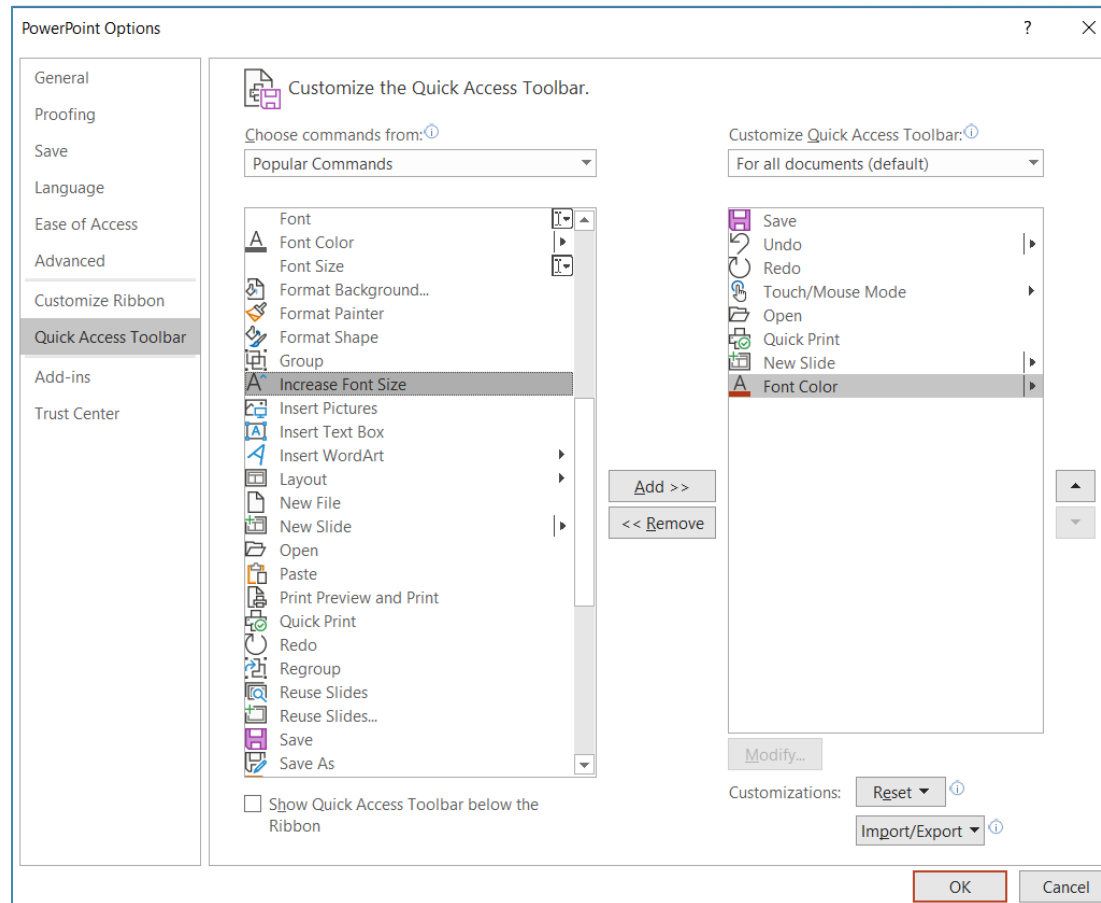
Setting Up for Success

Slide Layout

- Slide Size – 4:3 and 16:9
 - Design Tab / Slide Design
- Format Background
 - Solid, Gradient, Picture
- Design Ideas
 - Inspiration



Quick Access Bar



Sections

Sections will separate the logical topics of the presentation.

Each section will have a custom name and how many slides are in that section.

It can also be used to assign sections to individual facilitators.

▶ Introduction (2)

▷ PPT Advice and Tips (9)

▷ Make It Easy for Yourself (5)

▲ Text And Shapes

▲ Picture Formatting

▲ Printing/Publishing Options

Text and Shapes

Presentation and Design Ideas

Text Prototyping

=Lorem(2)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

=Rand(2)

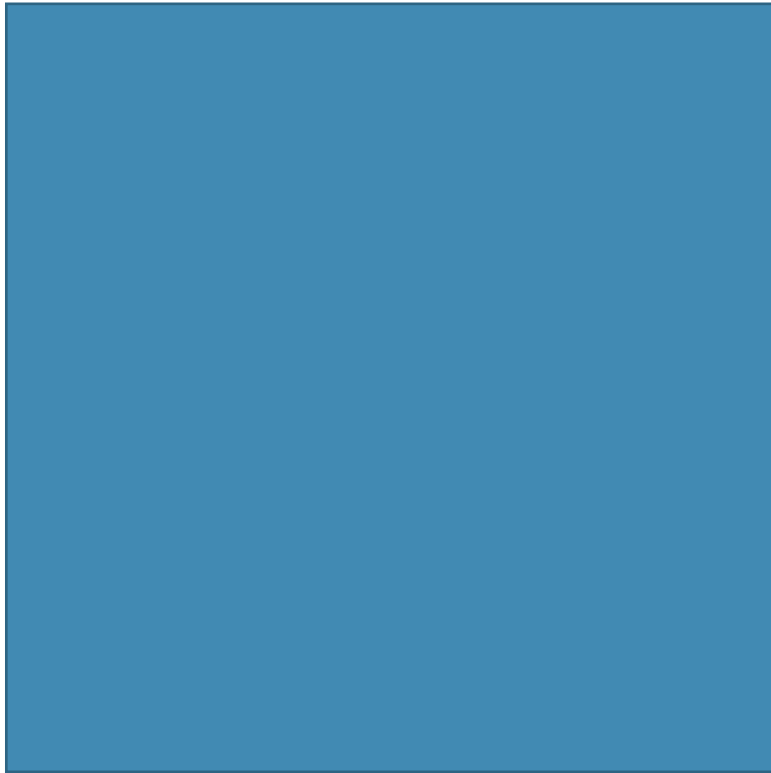
=Rand(2)

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

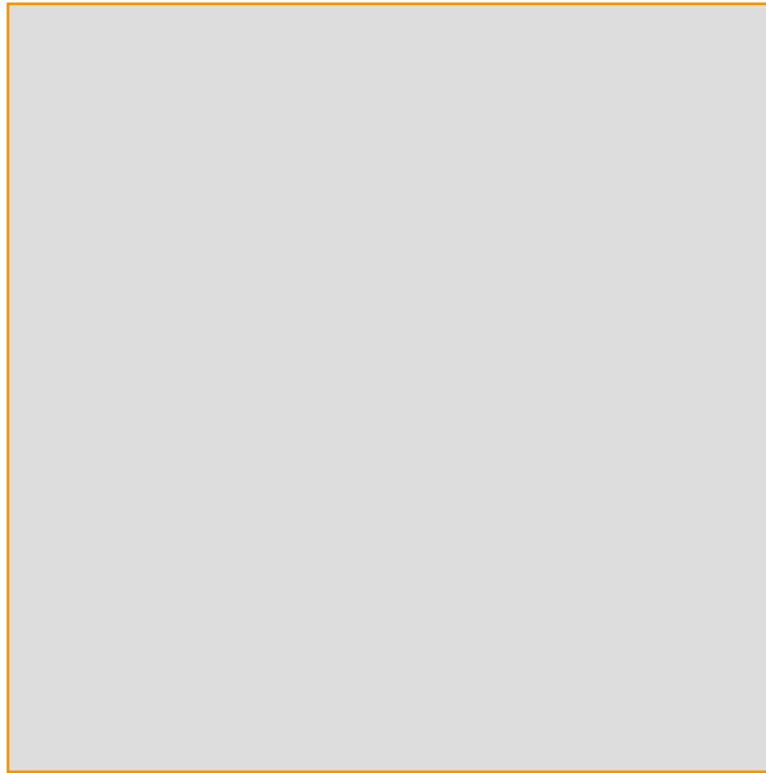
The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

Shapes: Default

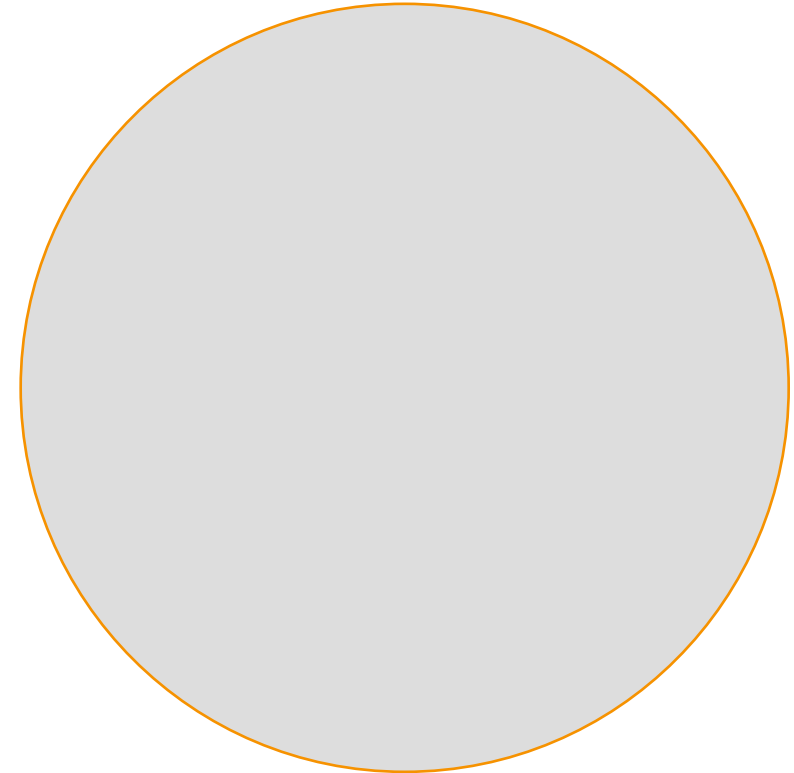
Original



Set as Default



New



Combine/Convert Text to Shape



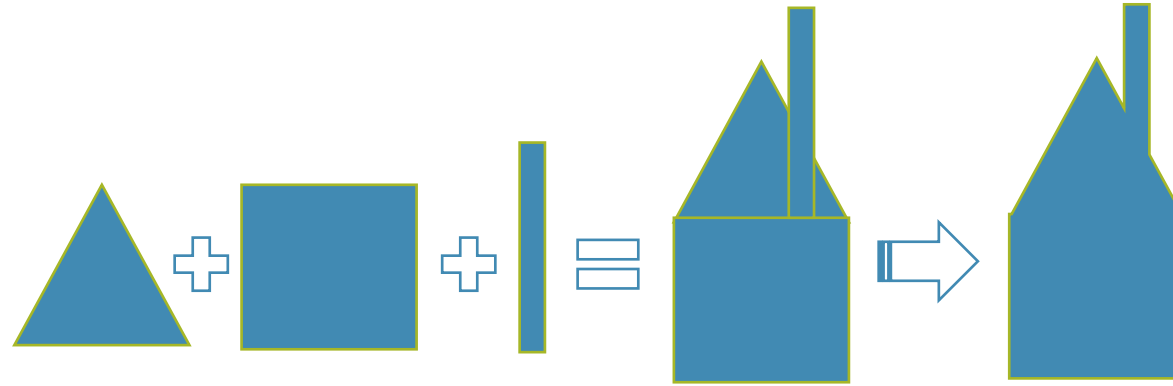
Spring
is
Here!



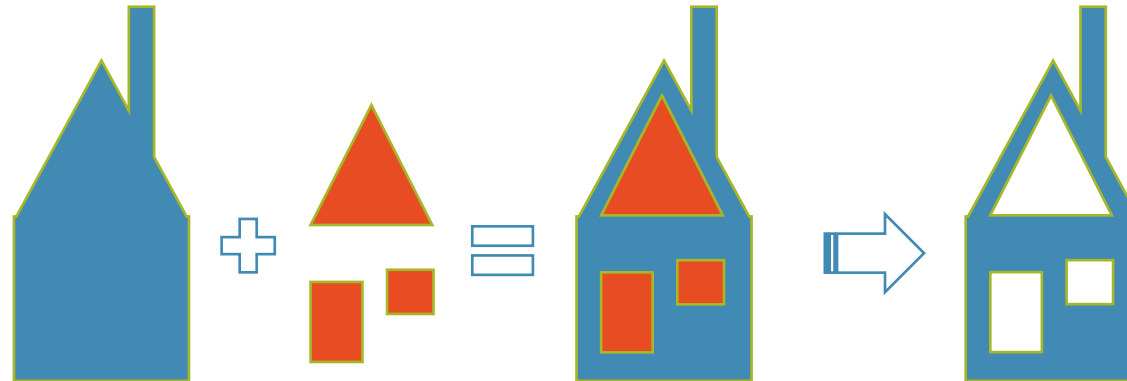
Spring
is
Here!

Combining Shapes for Design

Union

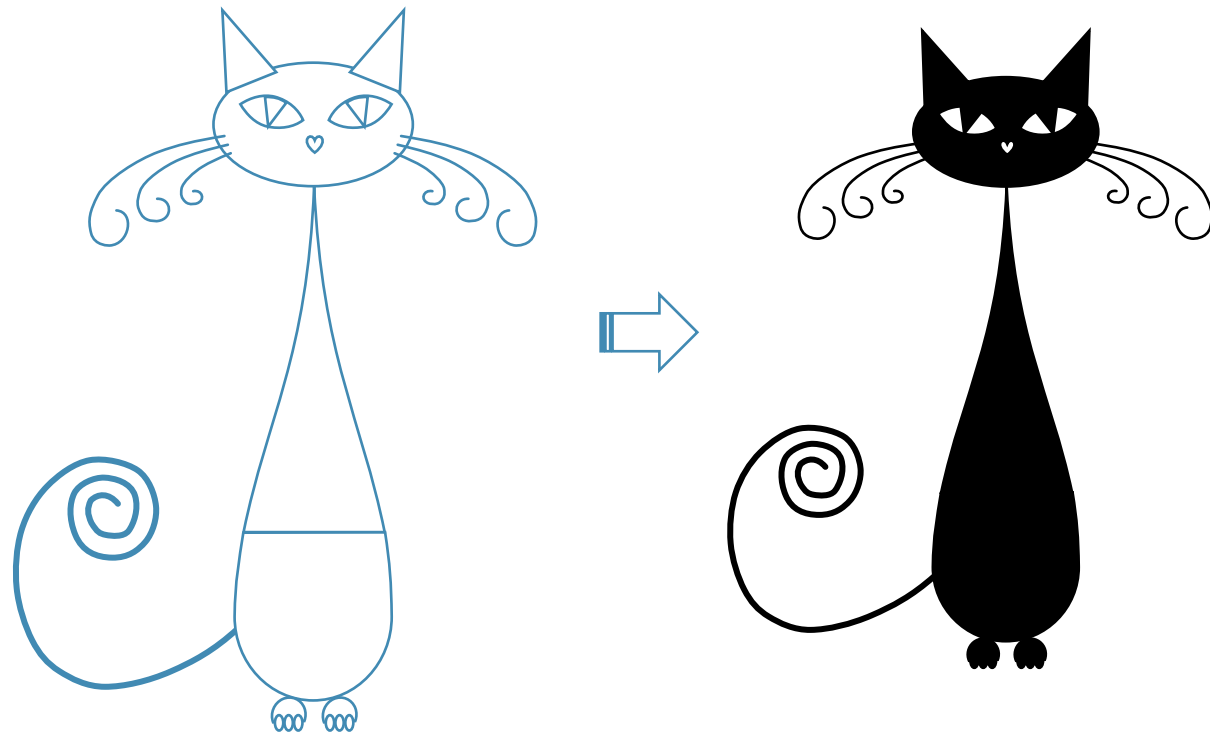


Subtract

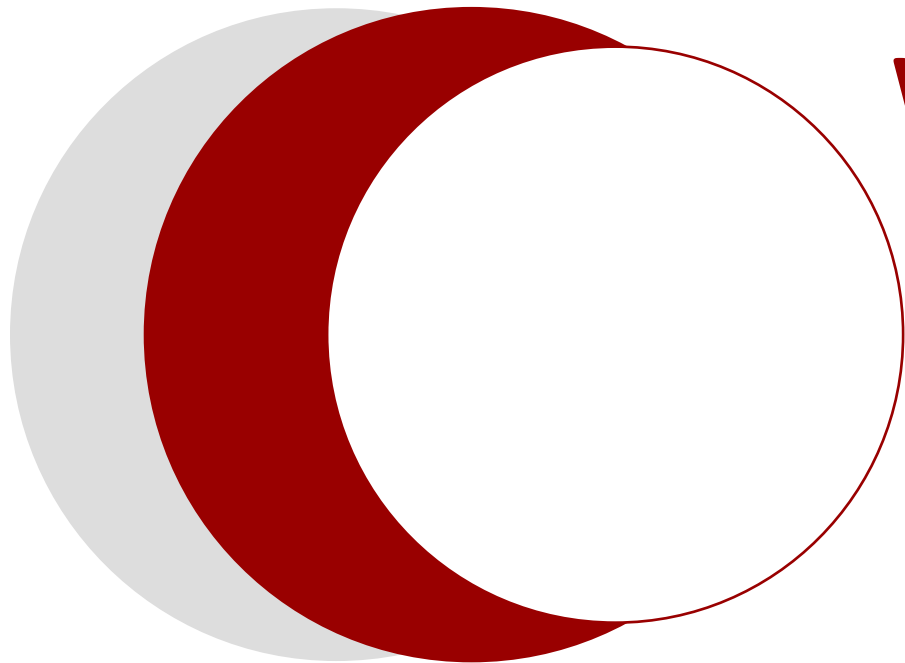


ATD Fort Worth Instructional Design SIG March 2022

Combine Shapes



Icons

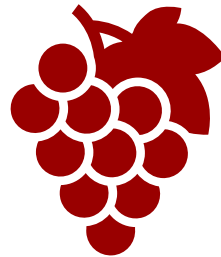


Wine

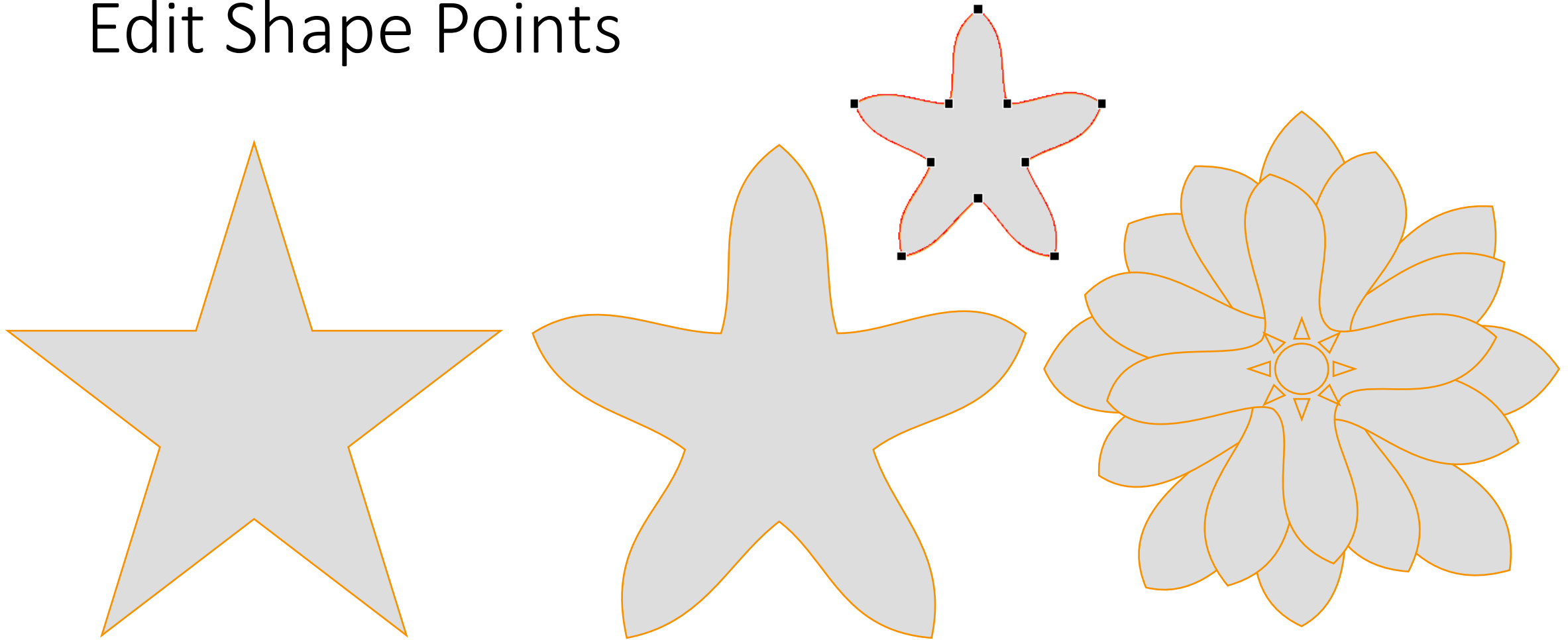
101

Wine

101



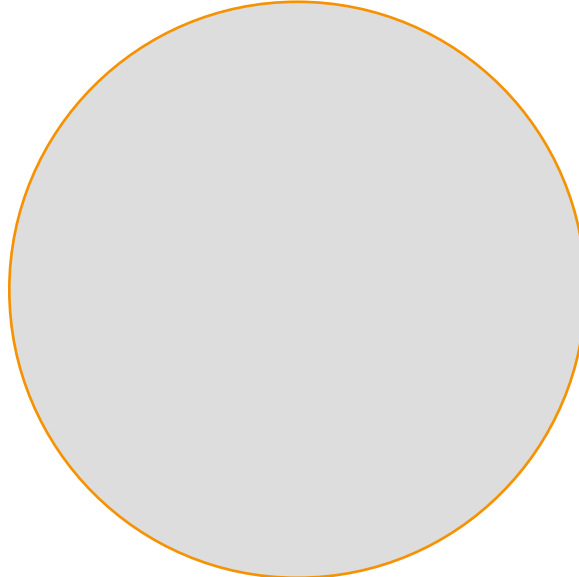
Edit Shape Points



Picture Formatting

Easy Picture Tips

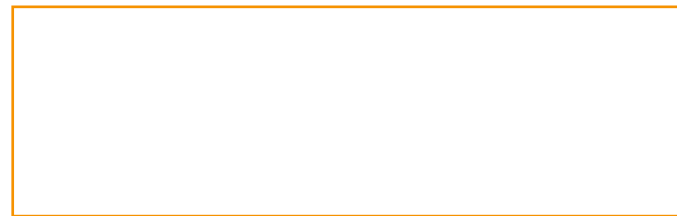
Merge a Picture into a Shape



Picture Editing Options






Fade Effect




Share Your Light




Shape Options Text Options

☐ No fill
☐ Solid fill
☒ Gradient fill
☐ Picture or texture fill
☐ Pattern fill
☐ Slide background fill


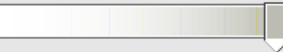


Preset gradients 


Type Linear

Direction 

Angle 90°

Gradient stops

Color 

Position 0%

Transparency 100%

Brightness 0%

☒ Rotate with shape

Fade Effect



FIND
YOUR
PATH

Cutout People




Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.


Printing & Publishing

Facilitator's Guides and Participant's Guides


Printing: PDF Full Page


Print

Copies: 1

Printer
 Adobe PDF
Ready
[Printer Properties](#)


Settings

 Print All Slides
Print entire presentation

Slides:


☐ Full Page Slides
Print 1 slide per page

☐ Collated
1,2,3 1,2,3 1,2,3

 Color

[Edit Header & Footer](#)

Cutout People




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Nunc viverra imperdiet enim. Fusce est

◀ 30 of 32 ▶


80% —

Printing: Facilitator Guide


Print


Copies: 1


Printer



HPFFD61A (HP OfficeJet Pro...)
Ready


[Printer Properties](#)


Settings



Print All Slides
Print entire presentation

Slides: 
Notes Pages
Print slides with notes

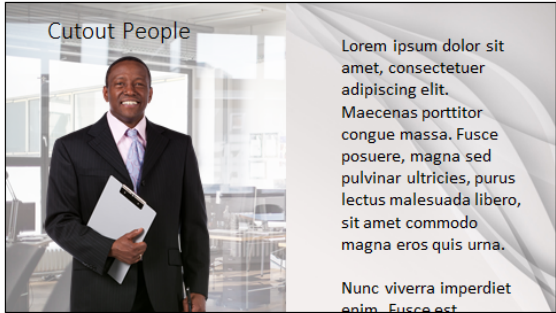

Print One Sided
Only print on one side of the...


Collated
1,2,3 1,2,3 1,2,3


Portrait Orientation


Color

[Edit Header & Footer](#)


Cutout People
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Nunc viverra imperdiet enim. Fusce est.

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Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci.

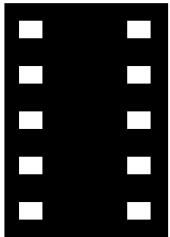
30

30 of 33


Printing: Participant Guide


The screenshot displays the Microsoft PowerPoint print settings and preview interface. On the left, the 'Print' button is visible, along with a 'Copies' dropdown set to 1. Below this, the 'Printer' section shows 'HPFFD61A (HP OfficeJet Pro...)' as the selected printer, which is 'Ready'. A link to 'Printer Properties' is provided. The 'Settings' section includes options for 'Print All Slides' (selected), 'Print entire presentation', 'Slides' (set to 3), '3 Slides Handouts (3 slides per page)' (highlighted with a red box), 'Print One Sided', 'Only print on one side of the...', 'Collated', '1,2,3 1,2,3 1,2,3', 'Portrait Orientation', and 'Color'. A link to 'Edit Header & Footer' is also present. The main preview area shows three slides: slide 28 titled 'Fade Effect' with a sunset image and 'Share Your Light' text; slide 29 titled 'Fade Effect' with a landscape image and 'FIND YOUR PATH' text; and slide 30 titled 'Cutout People' with a man in a suit and placeholder text. Each slide is followed by a series of horizontal lines for notes. The bottom status bar indicates '10 of 12'.


Insert Audio/Video and Export to Video





Export to Video


 Create Adobe PDF


 Create PDF/XPS Document

 Create a Video

 Create an Animated GIF

 Package Presentation for CD

 Create Handouts


 Change File Type


Create a Video

Export your presentation as a video that you can share with others


- Includes all recorded timings, narrations, ink strokes, and laser pointer gestures
- Preserves animations, transitions, and media

[Learn more](#)

 Full HD (1080p)
Large file size and full high quality (1920 x 1080)

 Don't Use Recorded Timings and Narrations
No timings or narrations have been recorded


Seconds spent on each slide:


Create Video

Setup Count Down Clock

Insert / Get Add-ins
Search for Breaktime

15:00

Start	Stop	Reset	mins: 15	secs: 0	type: None	▼
 Breaktime for PowerPoint by Flow Simulation Ltd.					Pin controls when stopped <input checked="" type="checkbox"/>	

Thank You

