

PowerPoint Tips

By

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Tips For An Excellent Presentation

- Every presentation should begin with a title slide identifying your subject and the presenter.
- Your audience can focus on the art, if you have no background.
- Text in the slide is used to label the picture, not to explain the picture. You explain the picture when you present. You use a printout of your Notes Pages to know what you want to say about each slide. The audience does not see your notes.
- Use bulleted phrases on a slide if you are going to give a lengthy explanation.

Sample Title Slide

Pablo Picasso

Group 2

John Smith, Kay Rogers

Keisha Sales

Ms. Tinnirella Period 3

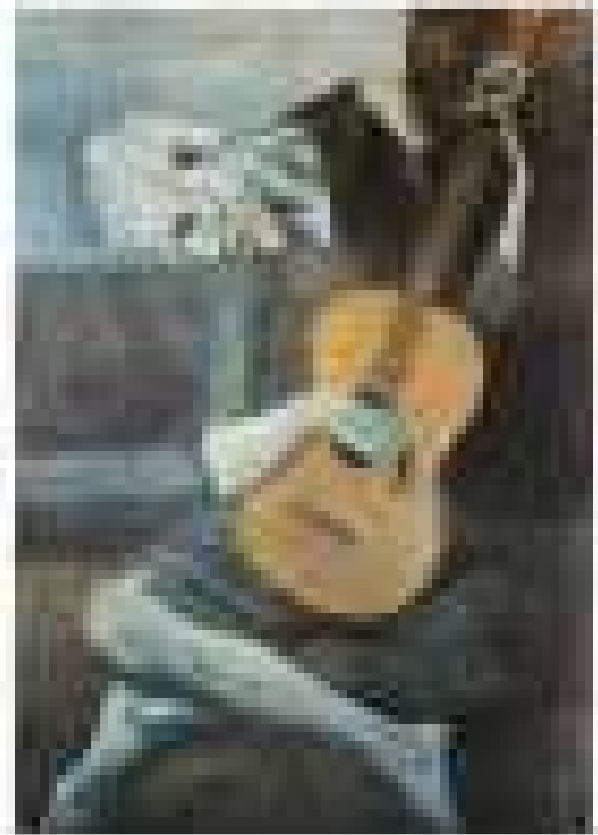
Using the Notes Field in PowerPoint

- Look at the bottom of the screen where it says: Click to add notes. Click there.
- Notice that there is a scroll bar in the note field so you can see all of your notes.
- Use the note fields for text.
- If you cut from online text and paste into the notes field, put the ideas in your own words.
- Use the notes field to cite the source of the image and/or the text. Copy the source citations from the notes field and paste onto the last slide.
- To print your slide and your notes select Print. Under Print what: Use the drop down arrow to select Notes Pages.
- You will print one slide at a time with Notes Pages.
- When presenting use the print out with Notes pages.

Sample slide with Notes Fields

Blue Period 1901-1904

The Old Guitarist-1903



Sample Works Cited Slide

Works Cited

- <http://www.encyclopedia.com/doc/1E1-Picasso.html>
- Image from
<http://www.artcyclopedia.com/scripts/tsearch.pl?t=Old+guitarist&type=2>
- <http://www.encyclopedia.com/doc/1E1-Picasso.html>
- Image from
<http://www.ago.net/info/collection/provenance/list.cfm?letter=P>
- <http://www.encyclopedia.com/doc/1E1-Picasso.html>
- Image from
<http://www.moma.org/collection/conservation/demoiselles/index.html>
- <http://www.encyclopedia.com/doc/1E1-Picasso.html>
- Image from
<http://www.artcyclopedia.com/scripts/tsearch.pl?t=Guernica&type=2>
- <http://www.encyclopedia.com/doc/1E1-Picasso.html>
- Image from <http://www.museejenisch.ch/collections/44.html>

Resizing a picture

To keep the height and width of the picture in the same proportion as the original.

- Drag the corner dots OR
- Use the format picture dialogue box

Inserting a Video in Your PowerPoint

Getting a Video from United Streaming

(note: if you get a video from another source, save it on a flash drive and then on your P drive)

Library Resources-Virtual Library-Databases-United Streaming-User Name: simsburyhs password: Trojans

- Search your topic
- Look at Video segments--Middle icon is download-Choose open or save
- You can open the video to play it. If you like the video save it to your P drive.(example snakes locomotion)
Teachers save videos to the V drive.
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Inserting videos

- Playing the Video to see if you want to use it
Start-Windows Media Player
(note: if you get a blank screen that is a problem with the Windows Media Player)

Inserting Videos

Editing the video or choosing a few clips instead of the whole video)

*Start-Windows Movie Maker

- *File- Import (to import clips)

- *Drag the clips that you like to the boxes at the bottom of the screen. You are creating a story board of clips.

- *Play Entire Story board

(note: The buttons on the player are: Pause, Stop, Back, Previous, Next, Forward, Full Screen, Split clip, Plan)

- *Cut the clips you don't want. You can also rearrange the clips.

- *Save project as Edited (whatever the title of the video is ex. Edited snakes locomotion)

- *You don't need a backup copy.

Inserting videos

Inserting the video into your PowerPoint

Open your PowerPoint and get a blank slide

Insert-Movies and Sounds-Movie from file

When you play your PowerPoint the video will automatically play or you can click on it to play. You can enlarge it.

Save to your P drive.

Improving Your PowerPoint Presentations: Content Suggestions

- Use a storyboard or the outlining feature of PowerPoint to plan and organize your work.
- Every presentation should begin with a title slide identifying your subject and the presenter.
- Know the content you are presenting and the purpose of your PowerPoint.
- Respect copyright by citing all text, and multimedia used; i.e. music, images, maps, video. Copy the web address of the site from which you took your music, images, maps and/or video and paste the URL into the note field of that slide.
- Every presentation should end with a "Works Cited" slide. When you are done, cut each address of the sites used from the notes field of the slide and paste into your "Works Cited" slide.
- Use the "spell check" feature of PowerPoint. "Spelling errors look even worse when projected."

Design Suggestions

- All multimedia elements are messages. Effective PowerPoints use sound and images that are consistent with the subject. A presentation on the "911 Attack" would look foolish with cute fonts, cartoons and/ or happy sounds.
- Slides and transitions should be consistent. Too many, and too varied transitions detract from your content and message. Use sounds and animations to emphasize points.
- Slides should have images which are labeled. Labels should be phrases, not full sentences.
- Use only bulleted text in your slide. Font should be large enough to read from the back of a room. Use the note field to type the information you want to share with your audience when you are presenting. The note fields can be printed out so you have a "hard copy" of your notes to guide you while speaking.
- Consider adding video clips as well as images to your PowerPoint.
- Effective PowerPoints often link to the web sites you used and give evidence to support your point of view.
- Consider linking presentations if individuals are part of a group. Linked presentations save time as people do not have to "log off and on" to access their presentations. Linked shows should have a consistent look. All slides should use the same design and/or theme.

Presentation Suggestions

- Rehearse your PowerPoint before you present. Standing in front of an audience and presenting information takes practice.
- Make eye contact with the audience while speaking.
- Be enthusiastic about your presentation.
- Your introduction should grab the audience's interest.
- Speak loudly, slowly and clearly, so audience can hear you. Avoid using slang.
- Do not read from your slide. Use your print out of the "note fields" to guide you while you are speaking. It is more effective if you do not read "word for word" from your notes.
- Make your presentation your own by adding personal anecdotes, stories or interesting facts.
- Summarize the main points of your presentation with concluding remarks.
- End your presentation with the point you want your audience to remember.

Some points adapted from Carol Rohrbach, K-12 Language Arts Coordinator, Springfield Twp.