

**A POCKET  
GUIDE TO  
PUBLIC  
SPEAKING  
4<sup>TH</sup> EDITION**

**Chapter 22**

**A Brief Guide to Microsoft PowerPoint**

# Microsoft PowerPoint

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- Best-known, most available presentation software
- Features templates
  - ▶ Use preloaded or design your own
- Import audio/video for multimedia displays

# Give a Speech, Not a Slide Show

- Communicate through speech and physical presence.
- Remember: PowerPoint display is an aid, not a replacement for your presentation.

# Develop Effective Slides



- Begin with your speaking outline.
- Consider whether points require visual aids.
- Decide how many slides you'll need.
- Determine how to arrange slides effectively.

# Avoid Technical Glitches



- Check for equipment compatibility.
- Save all files to one folder.
- Verify presentation computer will recognize files.

# Avoid Technical Glitches (cont.)

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- Familiarize yourself with the computer beforehand.
- Have a hard copy backup.
  - ▶ Print out your slides for distribution.

# Using Microsoft PowerPoint



- Presentation options
  - ▶ Home tab includes menus for
    - ▶ Inserting new slides;
    - ▶ Choosing layouts and themes;
    - ▶ Manipulating fonts and styles.

# Using Microsoft PowerPoint (cont.)

- ▶ Design tab
  - ▶ Offers about 48 *Themes* (predesigned templates)
- ▶ Blank slide layout
  - ▶ Allows you to customize
    - ▶ Color, font, type, and size;
    - ▶ Organization of content and graphics.

# View Options



- Normal view
  - ▶ View and edit individual slides
  - ▶ Left pane shows thumbnail and outline
  - ▶ Space to add notes below slides

# View Options (cont.)



- Slide-sorter view
  - ▶ Graphical representation of all slides
  - ▶ Presented in order they are created
  - ▶ Slides can be reorganized or deleted
- Slide-show view
  - ▶ Used for projecting the presentation

# Masters

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- Slide Master
  - ▶ Elements to appear on every slide
- Handout Master
  - ▶ Page-size view
  - ▶ Print for a handout of slides

# Transitions and Animation Effects

- Transitions add motion and sounds.
- Animation effects
  - ▶ Also known as builds
  - ▶ Reveal text/graphics within a slide
- Use sparingly and keep them consistent.

# Entering and Editing Text

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- Edit text as with word processors.
- Apply bold, italics, and other modifications.
- Click blank area to deselect placeholder.

# Inserting Objects

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- Pictures
  - ▶ Insert from files, disks, drives, Internet
- Clip art
  - ▶ Select from PowerPoint Clip Art gallery
  - ▶ Import from other programs or Internet

# Inserting Objects (cont.)

- Tables and worksheets
  - ▶ Click *Insert > Table or Insert*
  - ▶ Click *Table > Excel Spreadsheet*
  - ▶ Drop-down grid of cells appears
  - ▶ Drag mouse across cells in grid
  - ▶ Indicate number of rows/columns needed

# Inserting Objects (cont.)

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- ▶ Release mouse button
- ▶ Special object is inserted into slide
- ▶ Mouse, tab, or arrow between cells
- ▶ Type in text
- ▶ Insert object by clicking outside table

# Inserting Videos and Sounds

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- Go to *Normal* view.
- Select your slide.
- Click *Insert* menu and *Video* arrow.

# Inserting Videos and Sounds (cont.)

- Do one of the following:
  - ▶ Click *Video from File*.
    - ▶ Locate the folder containing the file.
    - ▶ Double-click the file you want.
    - ▶ If using a different presentation computer:
      - ▶ Add file to PowerPoint folder

# Inserting Videos and Sounds (cont.)

- ▶ Click *Video from Web site*.
  - ▶ Paste embed code into text box.
  - ▶ Click *Insert*.
  
- ▶ Click *Clip Art Video*.
  - ▶ Go to *Clip Art* task pane.
  - ▶ Select image and click to add.

# Inserting Videos and Sounds (cont.)

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- Adding digital video from DVD
  - ▶ Third-party software needed
- Inserting music from an external source
  - ▶ Select *Audio* from *Insert* menu.
  - ▶ Select location to access the file.

# Avoiding Copyright Infringement

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- Abide by audio/video copyright restrictions.
- Recognize when fair-use provisions apply.
- Always cite the source of material.

# Avoiding Copyright Infringement (cont.)

- Consult the school's information technology office.
- Avoid serious consequences for improper acquisition.

# Running the Presentation

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- Show the next slide
  - ▶ Click left mouse button/space bar
  - ▶ Click *N*, right/left arrow, *Page Down*

# Running the Presentation (cont.)

- Show the preceding slide
  - ▶ Click right mouse button or press:
    - ▶ *Backspace*
    - ▶ *P*
    - ▶ Left arrow or up arrow
    - ▶ Page up

# Running the Presentation (cont.)

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- Show a specific slide
  - ▶ Type the number and press *Enter*
- Access Meeting Minder or pointers
  - ▶ Click right mouse button
  - ▶ Select appropriate option

# Running the Presentation (cont.)

- Toggle mouse pointer on or off
  - ▶ Type *A* or equal sign (=)
- Toggle between black screen/current screen
  - ▶ Type *B* or period (.)
- Toggle between white screen/current screen
  - ▶ Type *W* or comma (,)

# Running the Presentation (cont.)

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- End the show
  - ▶ Press *ESC*, hyphen, or *CTRL-Break*
- Pause and resume automatic slide show
  - ▶ Type *S* or plus sign (+)

# Getting Ready to Deliver a PowerPoint Presentation

- Check the venue.
  - ▶ Take stock of the equipment.
  - ▶ Review the room layout.
  - ▶ Locate power sources.
    - ▶ Ensure cords can reach presentation equipment.
    - ▶ Consider taping them to the floor.

# Getting Ready to Deliver a PowerPoint Presentation (cont.)

- Computer needs and compatibility
  - ▶ Ensure all files load on the presentation computer.
  - ▶ Practice on the presentation computer.
- Internet access
  - ▶ Wireless log-in information
  - ▶ Direct cable connection

# Getting Ready to Deliver a PowerPoint Presentation (cont.)

- Backup plan
  - ▶ Create a contingency plan.
- Audio
  - ▶ Determine how you will broadcast audio.
  - ▶ Check speaker volume before the speech.

# Getting Ready to Deliver a PowerPoint Presentation (cont.)

- Position yourself carefully.
  - ▶ Ensure that the audience can see the slide show.
  - ▶ Be able to face forward while
    - ▶ Changing slides;
    - ▶ Gesturing toward your aids.