

# Microsoft PowerPoint 2003 for Windows

Presentation Software

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## The Instructors

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## Learning Objectives

- By the end of this session you will be able to:
  - Understand basic uses of PowerPoint
  - Create a series of slides
  - Apply and edit a design template (slide master)
  - Refine slides: format text, add clip art; AutoShapes
  - Add a graph
  - Print slides and run show
  - Apply transitions and builds

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## What can PowerPoint do for you?

- Professional-looking presentations
  - quickly
  - easily
- Lots of added features
  - variety of fonts and font sizes
  - AutoShapes and colors
  - charts for presentation of statistics

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## Why Use PowerPoint?

- To enhance communication
- To increase understanding
- To deliver information
  - in appropriate formats
  - effectively

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## Advantages of Using PowerPoint

- Easy to modify and update
- Helps keep information organized
- Handout options
- Note pages option
- Allows for sound and movies

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## Disadvantages of Using PowerPoint

- Takes time to learn the software
- Requires technical support and equipment
- Graphics resolution is not always adequate

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## Components of an effective presentation

- Well organized information
- Clear presentation of major points
- Multimedia as appropriate:
  - Text
  - Graphics
  - Animations
  - Sound
  - Video

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## Text

- The Good
- The Bad
- The Ugly



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## Text -- The Good

- Only major points
- Large type for easy reading
- Avoid overuse of color and fonts
- Use slide builds as appropriate
- Spell check your work

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## Text -- The Bad

- I'm just so excited about this technology. I've just got so much to tell you about, and I just can't resist putting my entire lecture on this one screen. And of course since I've got to go on and on like this, and I really can't just pick out my major points, I'm going to have to put this text in some teeny-tiny font so you can barely see it. And you'll be desperately trying to scribble this down while I'm talking, so you really won't hear anything I say anyway.
- But aren't computers great?

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## Text -- The Ugly

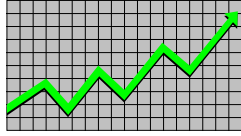
- *Use every color*
- *Use every size*
- *Place things haphazardly about the screen*
- *Use extraneous, distracting sounds and graphics*
- *Make everything (and nothing) stand out*



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## Graphics

- Photographs
- Slides
- Clip art
- Graphs
- Flow charts
- Line art



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## Photographs



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## Slides



Thanks to Dr. Ed Klatt, Florida State University; Edward.Klatt@med.fsu.edu

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## Where to get photographs or slides

- The World Wide Web
  - keep copyright provisions in mind
- Photograph/Graphic CDs and disks
  - may cost from \$10 - \$200
- Scan to digitize your own graphics

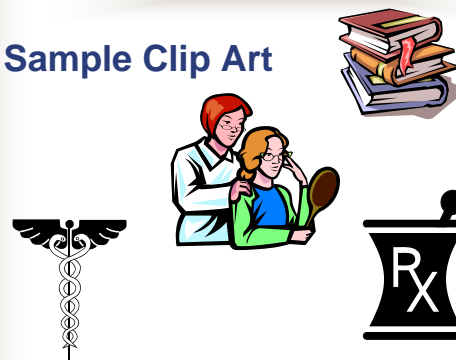
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## Clip Art, Graphs, Flow Charts and Line Art

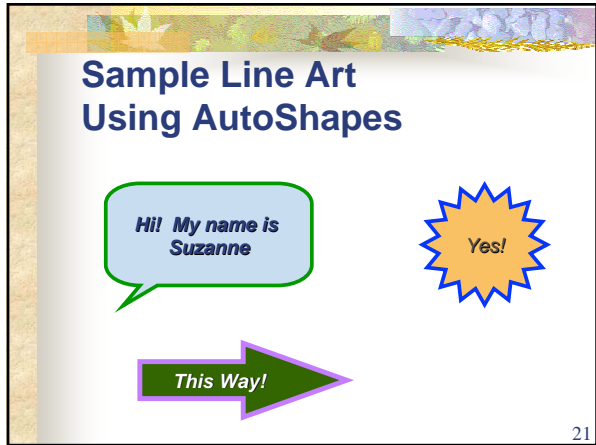
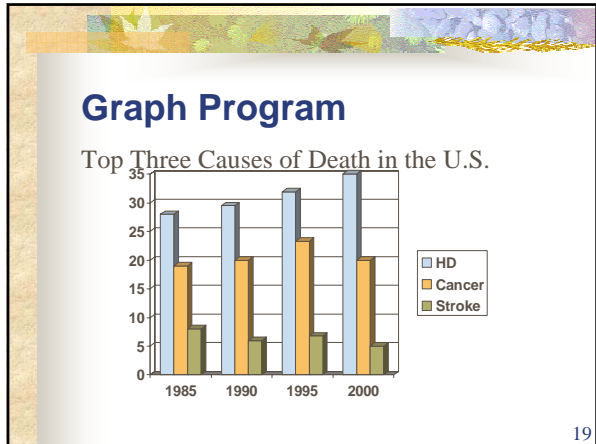
- Clip Art collection
- Built-in graph program
- Import charts from Excel
- Tools to create flow charts and simple line art

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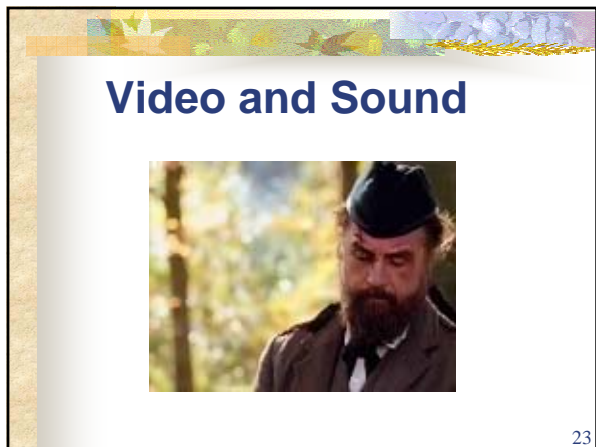
## Sample Clip Art



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- ## Other Multimedia
- Video
  - Animations
  - Sound
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- ## Where to Get Multimedia
- The World Wide Web
    - many archives of sound and video
  - Digitize it yourself
    - requires appropriate software
    - video requires special equipment
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**Questions**

An illustration of a woman in a yellow shirt standing at the front of a room, presenting to an audience of three people. A large red speech bubble with the text '???' is positioned above the audience, indicating a question or uncertainty. The background features a blue screen and a decorative border at the top.

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**Now for the hands-on practice!**

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