

**Workshops on PowerPoint
By Interactive Measurement Group at
The University of Nevada, Las Vegas**

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Lesson 1: PowerPoint for Presentations

Purpose

PowerPoint is a powerful tool to create professional looking presentations and slide shows. It is also a creative and efficient way to present posters. Today we'll talk about using PowerPoint to create presentations.

Today you will create a first draft of the presentation for your term project. Divide yourselves into pairs. Each pair should have one person who attended previous PowerPoint presentations. The person with LESS experience with PowerPoint should be the one running the program.

Prerequisite

No prerequisite are required to start this lesson.

Part I: View Examples

Look at a few examples of PowerPoint presentations. These are on the BarchardsLab cluster server, under Project Examples. Open the folder called Example Presentations. Open one or two of these presentations. For each, click through the presentation, to get a sense of what your presentation is going to look like when it is done.

Part II: Tips for Creating a Spoken Presentation in PowerPoint

1. Your presentation will have many slides, perhaps 10 – 30 slides.
2. Your first slide must be a title page, with the name of your presentation, and all author names. Use the correct publication names for each author.
3. Every slide must have a title. The title might be the same for several slides in a row.
4. Use point form. Probably the only time you will need a full sentence is when defining your constructs, during the Introduction.
5. If there is something that you will have difficulty remembering and you think it is really important to say, put it on a slide. Do not refer to a piece of paper to help you remember it. By putting it on a slide, this will help you maintain your interaction with the audience – you will only be looking at your audience and the slides that your audience is looking at.
6. The purpose of the slides is to help the audience keep track of where you are in your presentation, to help you illustrate the point you are trying to make, and to provide you with memory aids to help you remember where you are. You should NOT read your slides word for word.
7. For most slides, most of the slide should be blank. The ideal slide will have been 10 and 20 words on it.
8. Do not put your references on a slide.
9. You do NOT need to put everything into your presentation. You probably will NOT be able to say your entire project during the time limit. Include the most important and most interesting material and skip the rest.

Part III: Create Rough Draft Presentation of Current Term Project

1. Open Microsoft PowerPoint. Click on the Start button, then proceed to Programs, then from there highlight Microsoft Office or it could be labeled as Microsoft Products, and finally drag your mouse and click on Microsoft Office PowerPoint.
2. When the PowerPoint program has opened, a new slide will appear. This should be the Title Slide. Click on where it says to “click to add title” and type the title of your poster. On the bottom, labeled “subtitle”, type in the names of your poster team members.

3. After making the title page of your presentation, add a new slide where you can begin to place the contents of your paper. In order to add a new slide, click on the Insert tab, and select New Slide.
4. A new Title Slide layout will appear and on the right side of the screen, you should see the different types of slide layouts available. To replace the Title Slide layout, double click on a different slide layout. (You can also choose a different slide layout by clicking on the arrow that appears when you are on the layout style. Simply click on the arrow and then click on Apply to Selected Slides.) Under the Text Layout choose the Title layout.
5. On the second slide, you will begin to add the content of your project. Begin with the introduction. Type the word Introduction on the title section of your slide. On the text space provided (subtitle), type words or phrases that summarizes the contents of your introduction. For the introduction, it is important that you create a list of important points, because we will animate that list later.
6. Outline the rest of your project on other slides. You will need one or more new slides for Method, Results, and Conclusions.
7. Add and choose a slide design. Click on Format, then Slide Design. Select a design you wish to apply. Make sure it is appropriate for your slide contents and layouts. Note: The slide design looks different on different slide layouts. Look at the thumbnail slides on the left while you try different designs. To add a slide design, follow the same steps you would to add a slide layout in step 4.
8. Next you will animate the list in your introduction, so that one point shows up at a time. To create animation, click Slide Show, then Custom Animation. Click on the word or phrase you wish to animate. Then on the custom animation box, click on Add Effect. From the drop down menu, place your cursor on Entrance, and then choose the type of effect you want (Blinds, Box, etc.). If you choose to remove the effect or change it, simply click on the word or phrase in the custom animation box and then click on remove. Continue to choose and click different words or phrases on your slide to animate. The custom animation will show a list in the order of when the words and phrases will appear in your slide show.
9. To see what your final presentation looks like, watch the slide show. Click on Slide Show, View Slide Show. This is also how you will present your presentation, during the final class of the semester. If you see anything in the Slide Show that you do not like, change it.
10. If you have time, try to create a rough draft of your entire presentation. You will need to change it later, once you have had more feedback on your poster, but it will be easy for you to make those changes later.

Lesson 2: PowerPoint for Posters

Purpose

After completing and polishing your poster, you need a way to creatively and effectively display it - whether in an academic setting or at a conference. One way to do this is to print out your formatted paper, and paste it on sheets of colored construction paper. While this is a perfectly acceptable method, creating a large poster in PowerPoint is a more professional (and increasingly more common) way to present your research. Compare your poster to other posters around the lab.

Prerequisites

You should have successfully completed Lesson 1: PowerPoint for Presentations, before attempting this lesson.

Layout

1. Open Microsoft PowerPoint .
2. Choose a blank layout slide design.
3. All poster content should fit on one slide. It should be 4 feet tall by 3 feet tall; this gives you enough room to stand beside it at a conference. Go to File and click on Page Setup. Under Width, type in 48 inches. Under Height, type in 36 inches.
4. There must be a minimum of ½ inch margin on every side. If not, when you print it, your writing will be cut off. This will be a very expensive mistake at the time.
5. Usually, the poster will be divided into three sections. To do this insert a table with three columns. Go to Insert and click on Table. Under number of columns, type in 3. Under number of rows, type in 1. Click Ok. To enlarge the table, click and drag on the circles surrounding the table.
6. In these columns, add the Introduction, Methods, results, and Conclusion section of your poster.
7. Insert a text box above your table. Go to Insert and click on Text Box. Position your mouse on the top left hand corner, click and drag the box across to the right hand corner.
8. Use a larger size font, like 48 point. Go to Format and click on Font. Under size, type 48.
9. Type the title of your poster, name of the institution, and the names of your group members in this text box. You can also add small graphics, or the logo of the school at the top as well. Logo: use google search (images) for UNLV logo or copy and paste from previous posters.
10. To change the borders of the table right click on the table and click on Borders and Fill. Under Borders, click on the different colors, styles, and choose the width you'd like. Under Fill, click a color that you would like.
11. To add a background to your entire poster, click on Format and then Background. Click on the drop down arrow and choose from the menu. For more choices, click on more colors or fill effects.

Content

This is a fairly subjective process. Most students just eyeball it, and add spaces or increase/decrease font size as needed. Also, some prefer to keep the section titles part of the text, while others like to add a separate text box/colored box in between the sections themselves. By now, you've learned to do enough creative things in PowerPoint to be able to decide which would suit your poster better.

Lesson 3: Inserting Tables into PowerPoint and more

Purpose

In this lesson you will learn how to insert tables into PowerPoint. Furthermore, we will show you several techniques on making an appealing presentation. These techniques include the following: creating your own template, using autoshapes, inserting a Sound clip, and creating a transparent background.

Prerequisites

You should have successfully completed Lesson 1: PowerPoint for Presentations, before attempting this lesson.

To insert a table into PowerPoint

1. Open PowerPoint and create a new presentation.
2. Open Microsoft Excel and create a new workbook.
3. Open Microsoft Word and create a new blank document.
4. Working in word, make a results-section-type table.
 - a. A table like the one below should be sufficient.

Table 1

Correlations with Hand-Scoring

POES method	Correlation
All-sum	.92
Highest 4	.91
334	.82
3345	.78

$p < .05$.

- b. Formatting is not an issue at this point; by the time we paste it into excel, the formatting will be lost.
 - c. For now, just make sure your table has “Table 1” as the first line, a title for the second line, and at least 5 columns and 2 rows. The table below is in APA format – this exercise has the added benefit of familiarizing you with APA formatting.
 - d. Leave the line width/appearance the same for now.
5. Select the table in it’s entirety (click and drag, or press ctrl – a to select all)
 - a. Press ctrl-c to copy the table
 - b. Go back to Excel
 - c. Select a cell near the middle of the screen (like C6 or so). This ensures that you can fully see the table – if you just paste the table, the top and left edges won’t be visible to you.
 - d. Press ctrl-v to paste the table.
6. Format the table so it complies with APA standards.
 - a. Mostly, this will entail changing the borders around the table itself so that no vertical lines are visible (Word greys the lines out, instead of completely erasing them – thus the example table looks odd).
 - b. Also, horizontal lines separating the actual data should also be removed.
 - c. In the example, only the topmost line, the bottommost line, and the line under POES method/Correlation should be visible.
 - d. Center the correlations.
7. Copy this table once you are satisfied with the formatting.
 - a. Select all cells that contain the table
 - b. Press ctrl-c to copy
8. Now, go to PowerPoint

- a. In PowerPoint, click edit, paste special, enhanced metafile.
- b. This pastes the table like a jpeg/image.
- c. You can now click the table and resize or move it as needed, without having to reformat everything.

Jazzing up your slides

Creating your own template

1. If you want to create a presentation with a unique appearance, start with a blank presentation. To open the blank presentation, click New on the File menu.
2. Click on View / Master / Slide Master. The blank presentation will already have a title box and a bullet text box. First we will change the type font to Ariel and the style to Italics in the Title box. Click the dashed line of the title box with your mouse. Click again. When the line changes to a broad hash mark, click on the font box and select Ariel and change the style to Italics.
3. Change the text box to straight Ariel using the same process.
4. Now let's create a new color scheme, add different bullets and add a graphic as a background. From Format, choose Background and then click then click the drop down menu from Background fill. Choose a color to match your mood.
5. Change the Text and lines to white and change the Title to a bright yellow. Leave the remaining elements as they are and click on Apply to All.
6. Now let's give the background a little more pizzazz. From Format, choose Background. Under Background Fill, click the blue rectangle under the miniature of the slide. Select Fill Effects.
7. Under Colors, select 2 colors. Under Shading Styles, select Diagonal Up, and choose the left hand bottom version. You should see a lighter color in the middle with the darker color going diagonally on the upper left and lower right quadrants of the slide. If you don't like that Shading style, choose the one you want.
8. You could also click the Pattern tab and select one of the many styles available here.
9. Add a picture by clicking the Picture tab, locating the picture and adding it. Note: you may alter the background colors by adding a graphic, so do so carefully.
10. If you don't want to enter a picture, perhaps you want to add a shape from the Drawing Toolbar's Autoshape tool.

Using autoshapes

1. To add special shapes like lightning bolts and smiley faces go to Insert / Picture / Autoshapes. This will open the autoshapes dialog box.
2. Choose the third autoshape over which is called Basic Shapes. Clicking on this will give you a drop down menu in which you can choose the basic shape of your liking.
3. Move the mouse cursor to your slide, click and drag to form the shape you chose. Click on the corners to adjust the size, or click in the middle to move it to a new location.

Inserting a Sound clip

1. Insert / Movies and Sounds / Sound from File Use the file sttng.mid found in BarchardsLab / Lab Meetings and Training / Workshops on PowerPoint / sttng.mid
2. PowerPoint will prompt you to decide how your movie should play i.e. automatically or only when you click on it.
3. The sound will appear on the slide as a speaker. To reposition the speaker, click and drag it to a new position.

You can click to start/stop the sound file.

Creating a transparent background

To make your slides or poster unique, you can use pictures. Pictures can be overpowering, and can use a lot of ink. Therefore, in this section you will learn how to use a transparent picture as a background.

1. Open a new blank PowerPoint presentation
2. Insert a picture. Use Insert, Picture, then navigate to your picture, and click Insert.
3. Click Format, Picture
4. On the Picture tab, in the section that says Image Control, click on the drop-down menu next to Color. Select Washout. Click OK. You now have a transparent picture.
5. Right click on the picture, and select Save as Picture. Navigate to your desired location, give your file an appropriate name, and click Save.
6. Open your real presentation.
7. Click on the Format menu, and select Background.
8. Under the Background fill box, there is a drop-down menu. Click on this. Select Fill Effects.
9. Click on the Picture tab, and then click on Select Picture.
10. Navigate to your picture, select it, and click on Insert. Click OK.
11. If you want this as the background for ONE slide, click Apply. If you want this as the background for ALL slides, click Apply to All.
12. Save your presentation.