

Power Point - The Next Step

Lesson 3.1

Note: Do not apply a design template to this presentation!

6 x 6 Rule

- 6x6 is a Presentation Rule:
 - No more than six characters per line.
 - No more than six bullets per slide.

Creating Your Own Design Template

- Summarize the “Clues to Use” dialog box on page B-13.

Creating a Custom Color Scheme

- As with Fonts and Backgrounds, the colors you choose should be appropriate to your audience.
 - What colors should be utilized for a student meeting?
 - What colors should be utilized for a business meeting?
 - What colors should be utilized for a first-grade class?
- Insert three slides after this one:
 - Apply what you feel to be appropriate colors for the three situations above.

Custom Backgrounds

- Some do not like to utilize the pre-made Design Templates.
 - Add a bit of creativity and make your own!
 - Note: It is best to do this in the slide master, but for today’s assignment customize this slide only.

Fonts

- Fonts Types: Do not use fonts with “tails”.
 - Times
 - Arial
 - Geneva
 - *Curly*
- Font Size:
 - Minimum font size for any Power Point presentation is 24 (This is 24 point Font)
 - Depending on the Font Type, this may change.

Saving a Slide as a Design Template

- After you have created your masterpiece, you can save it for future use!
 - File - Save As - Select Design Template
- Do not do this for this presentation!

Inserting Slides from other Presentations

- Insert a slide after this slide from yesterday's lesson.
 - Insert the slide that manipulated AutoShapes.

The Next Step Continued

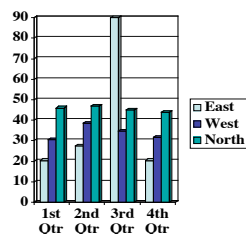
Lesson 3.2

Creating a Chart in Excel

- Summarize the steps on page D-6.

Power Point Charts 1

- This method uses the slide layout option.
- Create a chart.
 - Do not use the data that is provided by Power Point. Create your own.



Slide Animations & Transitions

What's the difference?

Inserting Transitions

- Transitions are placed into a presentation in order to give movement/action between slides.
- The best place to add transitions is in the slide sorter view.
- My favorite is Random Transition, it is the fastest to apply.

Animation Do's & Don'ts

- Do Not:
 - Overuse Animation
 - Use **Sound**
 - Pre-set Animations
 - Exit Animations
 - Use Select Animation:
 - Crawl, Zoom Out, Swivel, Typewriter, Flash Once.
 - Set Animation in the Slide Sorter View.
- Do:
 - Use Custom Animation
 - Animate Text Entering
 - Dim (Is Nice)
 - Animate Objects
 - Pay attention to animation order.
 - Pay attention to Animation Level.

Animation “How-To”

Assignment

- Create a presentation of your own!
 - You pick the topic!
 - 4 slide minimum
 - Create a custom background and color scheme
 - Utilize slide transitions and animation.
 - Save the presentation and e-mail it to me before the next class meeting.