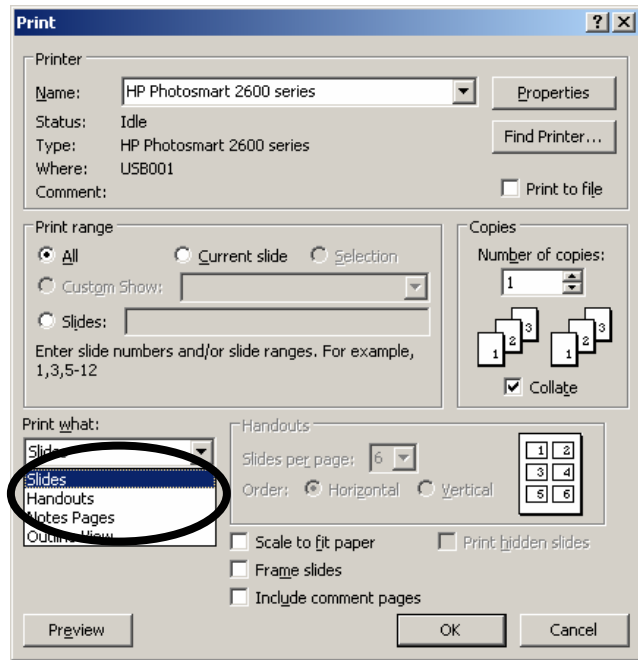


Taming PowerPoint: Think outside the bullet

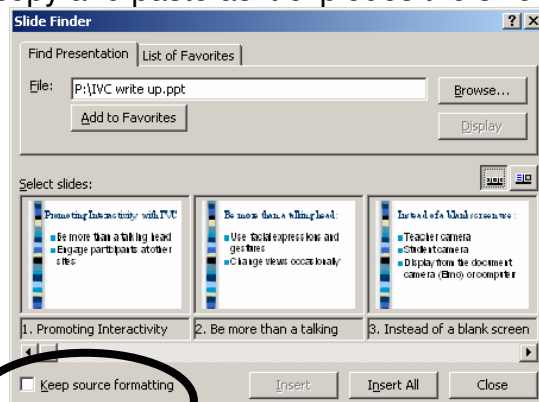
Handouts:
So many possibilities

Warning: Use preview
before clicking OK



Inserting slides from other PowerPoints

- Open the file you want to put the slides into in Slide Sorter View - place cursor where you want the additional slides to be placed
- Click on Insert - Slides from Files - Browse to the file from which you want to get the slides
- Click on each slide you want to insert and finish the process with Insert or Insert All - **BE PATIENT**
- This is a very efficient way to insert other slides from other presentations - DO NOT use copy and paste as it explodes the size of the files

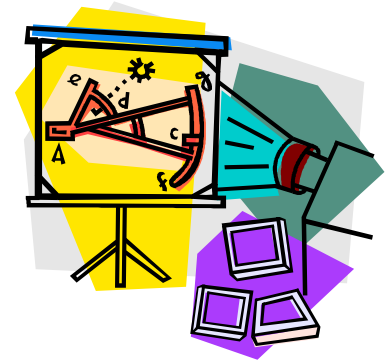
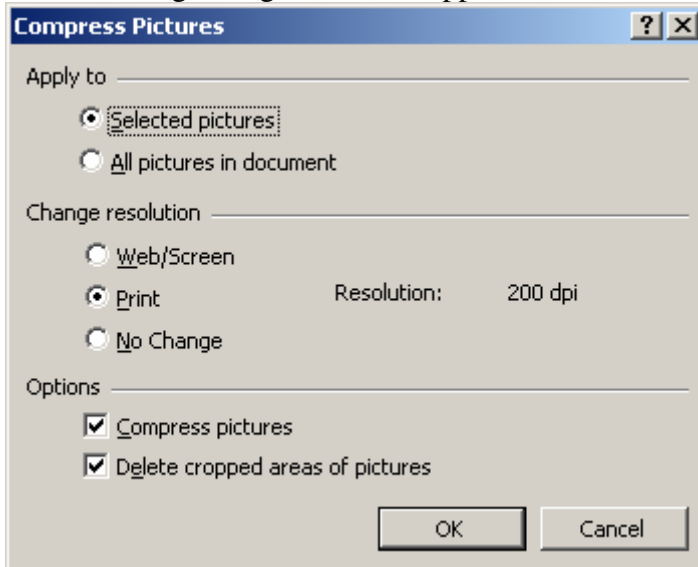


Compress images (pictures) in PowerPoint (to reduce file size for posting or e-mailing)

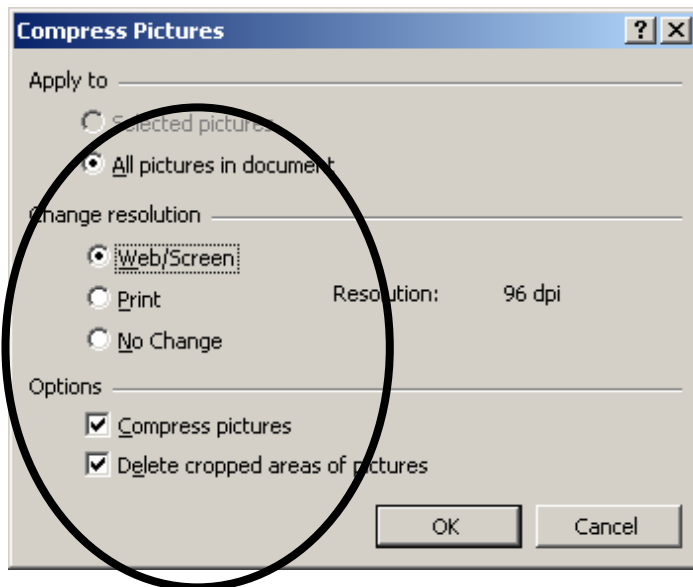
To activate the Picture Toolbar click on the word **View – Toolbars** – put a check in front of Picture

Click on **Compress Pictures** (icon on the Picture Toolbar)

The following dialogue box will appear:



Change the settings to the following and click OK:



Keep in mind – this will not affect the displaying of the PPT on a monitor or through a projector. It may affect the images if you print parts of the PPT. If you need to be able to print the images you may want to consider doing a Save AS and adding comp (for compressed) to part of the file name so you can always go back to the uncompressed version for printing.

Record a voice narration in PowerPoint

When you record a narration, you run through the presentation and record on each slide. You can pause and resume recording. A headset with a microphone is all the additional hardware that is needed. They are approximately \$10-15.

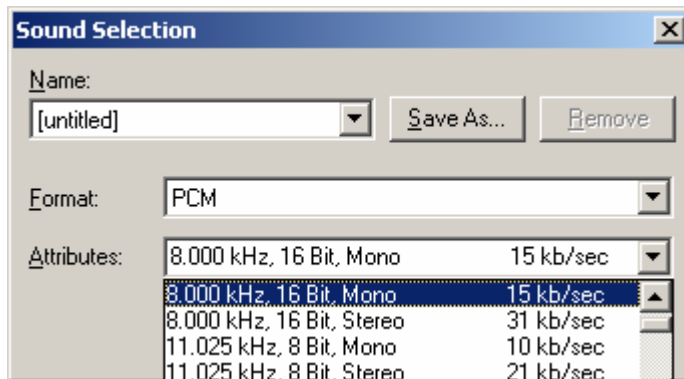
NOTE: *It is a good idea to create a script of what you want to say with each slide. The time spent is well worth the effort with the end result being a quality production.*

To record a voice narration, you need a sound card, microphone, and speakers.

1. On the **Outline** tab or **Slides** tab in normal view, select the slide icon or thumbnail that you want to start the recording on.

Note: If you want to re-record only a certain slide, click on (select) that slide first and it will ask if you want to start recording from current or first slide. See note on step 7.

2. On the **Slide Show** menu, click **Record Narration**.
3. Click **Set Microphone Level**, follow the directions to set your microphone level, and then click **OK**.
4. Click on **Change Quality** and set the Record Narration levels to **PCM files at 8.000 Hz- 16-bit – mono**:



Then click **OK**

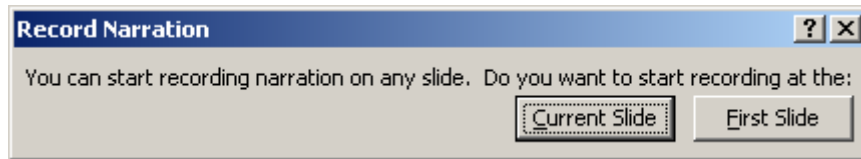
5. In slide show view, speak the narrative text into the microphone, and click in the slide to advance. Speak the narrative text for that slide, advance to the next slide, and so on. You can pause and resume the narration.

How do I pause a narration? To pause and resume the narration, right-click the slide, and on the shortcut menu (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-

click an item or press SHIFT+F10.), click **Pause Narration** or **Resume Narration**.

6. Repeat step 4 until you've run through the slides, and when you come to the black Exit screen, click in it.
7. The **narration is automatically saved**, and a message appears asking if you want to save the timings for the show as well. Do one of the following:
 - a. To save the timings, click **Save**. Your slides appear in slide sorter view, with the slide timings shown below each one.
 - b. To cancel the timings, click **Don't Save**. (You can record the timings separately.)

Note: If you want to re-record only a certain slide, click on (select) that slide first, start at step 1 and it will ask if you want to start recording from current or first slide.



8. Go to the adjunct computer area (near the faculty mailboxes) and use the computer which DOES NOT have the scanner attached to it. On the desktop you will see an icon named "Impatica". There is also a pdf file on the desktop called Impatica Manual for reference if you need it. Run the PowerPoint through the Impatica program as this will compress the file. See Liz Larzelere for assistance in using this program and for uploading the Impaticized file to the network for access by others.

NOTE:

If you are accessing these narrated lectures from your personal computer, you may need to download a plug-in one time by following this link:

<http://idl.sun.com/webapps/download/AutoDL?BundleId=10343>

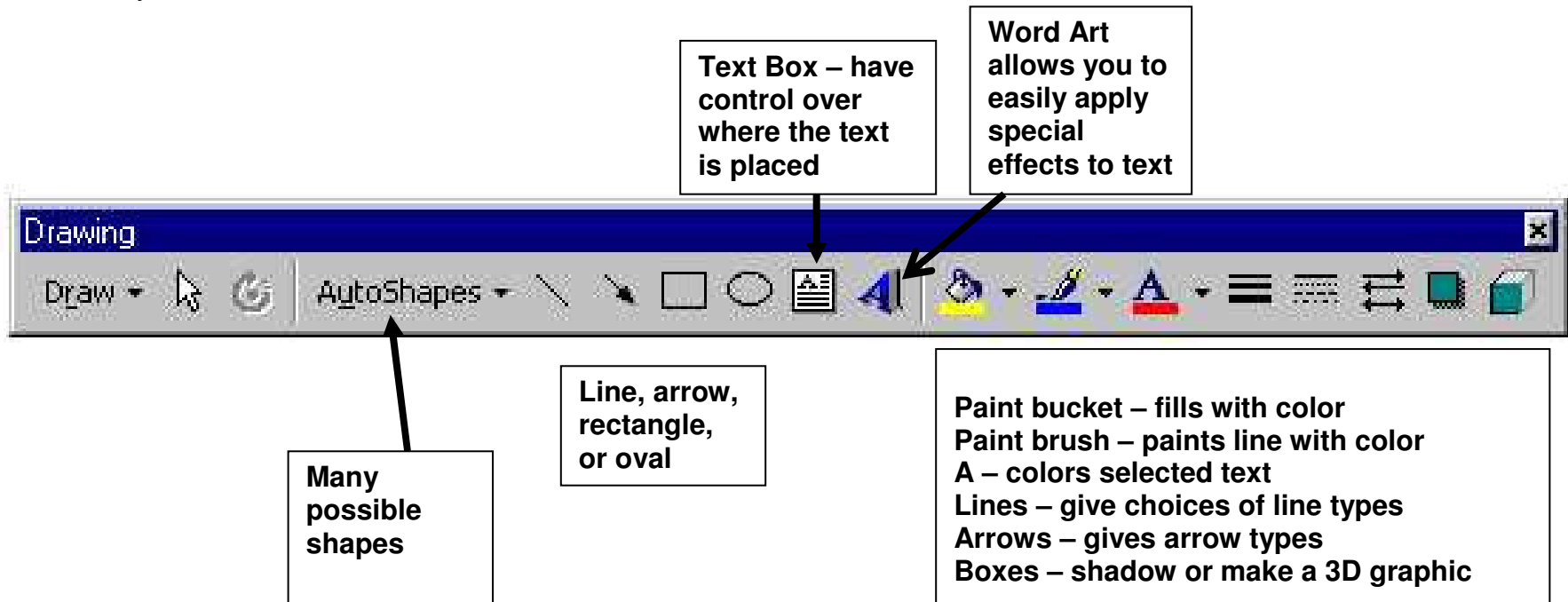
Then the narratives should work correctly.

Drawing Toolbar

To activate the drawing toolbar (which is usually located at the bottom of the document), click on the drawing icon on the standard toolbar.



To modify items inserted using the drawing toolbar, double click on the item and a dialogue box will appear that will allow you to modify the various characteristics.



Slide Master

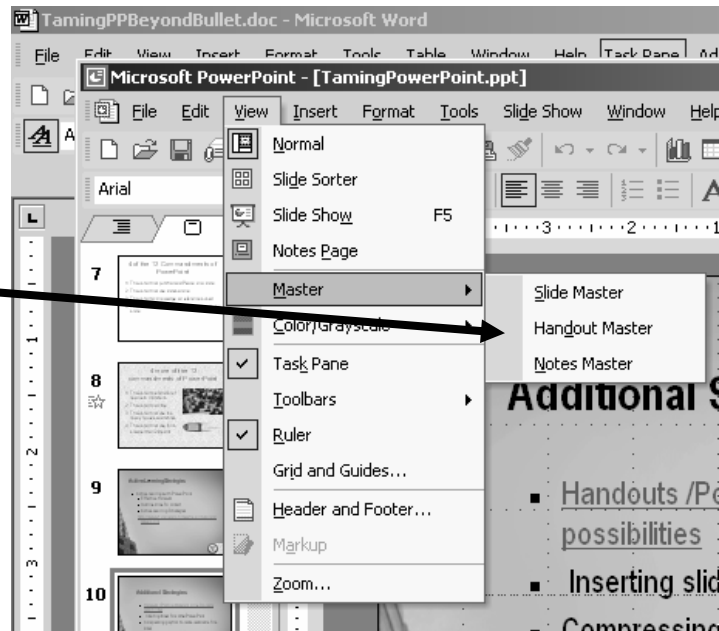
The slide master is an element of the design template that stores information about the template, including font styles, placeholder sizes and positions, background design, and color schemes.

- Font styles for title, body, and footer text
- Placeholder positions for text and objects
- Bullet styles
- Background design and color scheme
- Logo

To modify the slide master :

1. Click on **View**
2. Click on **Master**
3. Click on applicable master which you want to change

Friendly reminder: there is always Edit - Undo if you do not like the effect or element you added.





Resources:

General Articles

12 Commandments for PowerPoint. *The Teaching Professor*- Page 4
http://www.vcu.edu/cte/resources/newsletters_archive/TP0406.PDF

Active Learning with PowerPoint (Accessed 11-6-07)
<http://www1.umn.edu/ohr/teachlearn/tutorials/powerpoint/>

Copyright Narrated PowerPoint –
On the network on the Stud_Fac directory –
N:\stud_fac\LIBRARY called Copyright Presentation.ppt

Link to Plagiarism PowerPoint
<http://www.nycc.edu/webdocs/IC/ReflectionsSP07/Plagiarism/Plagiarism-Presentation-Student-Version.html>

PowerPoint Principles for Education (Accessed 11-6-2007)
http://www.presentations.com/msg/search/article_display.jsp?vnu_content_id=1001179164

Tutorials on how to use PowerPoint – some basics:
<http://office.microsoft.com/en-us/training/default.aspx>
<http://www.pitt.edu/~edindex/OfficeindexXP2.html>
<http://visiscience.com/blog/>

Viewpoints

Power Point is evil (Accessed 11-6-2007)
<http://www.wired.com/wired/archive/11.09/ppt2.html>

Learning to Love PowerPoint (Accessed 11-6-2007)
<http://www.wired.com/wired/archive/11.09/ppt1.html>

Does PowerPoint make you stupid? (Accessed 11-6-2007)
http://www.sociablemedia.com/PDF/press_presentations_magazine_03_01_04.pdf