

Destination Collaboration: The Skinny on Dipping into the Shared Resource Pool

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Introduction

Thank you for your interest in NALP's new Shared Resource Pool. The Pool is found in the member's only section of the NALP website. It exists for the purpose of providing NALP members with sample presentations on various student-programming issues. The tips below are provided to give those who are not familiar with Power Point the basic steps necessary to create or edit a presentation. The goal of this program and the Pool is to allow any member to access a presentation and edit it for the user's specific needs. In addition, the Pool can only exist and flourish when members forward their own presentations to Lisa Quirk for inclusion in the Pool. Please donate early and often!

PowerPoint 101

Task 1: *Create a Custom Simple Background*

1. Open PowerPoint 2007.
2. Start with a blank presentation (should be the default—if not simply click Ctrl + N).
3. Click the Design tab.
4. Click the down arrow next to Background Styles.
5. Choose a dark background style. Dark backgrounds are easier on the eye.
6. Click the down arrow next to Colors.
7. Office is the built-in colors default. Run your mouse over the other choices. A preview of the other colors comes up. Click anywhere on the slide to close the Colors drop-down menu.

Task 2: *Customize the Text with the Master View*

1. On the Title Slide, click to add title: PowerPoint 101.
2. Click to add subtitle: March 3, 2009.
3. Home > New Slide (or press Ctrl + M on the keyboard).
4. New slide will automatically be a slide with bullet points.
5. On the new slide, click to add title: Application Materials.
6. Click to add text: Resume <Enter>.
7. Cover Letter <Enter>.
8. Transcript <Enter>.
9. Writing Sample <Enter>.
10. View > Slide master.
11. Click to edit Master title style.
12. Make sure text in the Master title style is highlighted.
13. Change font to Times New Roman (right click > change font on pop-up font toolbar).

Task 3: Change text to upper case (and vice versa)

1. Select the title text “Application Materials” and select Shift+F3 until it changes to all upper case. Shift+F3 will alternate the text case between ALL CAPS, lower case, and Initial Capital.

Task 4: Customize the Bullet Points with the Master View

1. Click to edit Master text styles.
2. Make sure that just the first level (the one that reads "Click to edit Master text styles") is highlighted.
3. Right click to bring up pop-up font toolbar > click down arrow next to bullet button > click Bullets and Numbering at bottom
4. Click on the Customize button.
5. Change the font from (normal text) to wingdings.
6. Choose a symbol.
7. Click on OK (twice).
8. Can repeat with each level of text.

Task 5: Save Your Changes to the Master View

On the Slide Master tab, click on Close Master View.

Task 6: Save the Customized Background and Other Changes as a Template

You can save this PowerPoint as a template to use for later presentations.

1. First, we need to save our present presentation.
2. Office button > Save As.
3. Change to a different folder if needed.
4. Name your presentation.
5. File type should read PowerPoint Presentation (*.pptx).
6. Click Save.
7. Close the Presentation (Office button > Close OR Ctrl + W).
8. Now to save the presentation as a new template.
9. Office button > New > From existing presentation, select the presentation you want, and then click Create New. (This preserves your original presentation.)
10. Delete text, slides, or design elements that you do not want to be part of the new template.
11. Office button > Save As.
12. In the File name box, type a name for your template.
13. In the Save as type box, change the type to PowerPoint Template (*.potx).
14. Click Save.
15. Office button > New
16. Notice that your template is now listed.

Task 7: Re-open your original PowerPoint file

1. Office button > Open OR Ctrl + O
2. Browse and open PowerPoint Tips file

Task 8: Paste a Screen Shot into a PowerPoint

1. Click on Slide 2 on the left in the Slide pane
2. Home tab > New Slide (or Ctrl + M on the keyboard).
3. New slide will automatically be a slide with bullet points.
4. Home tab > down arrow next to Layout > change the Text Layout to Title Only.
5. Click to add title: NALP Website
6. Left click anywhere outside the title textbox.
7. When you are working with images, it is helpful to have the gridlines showing and to be able to snap the objects to the grid. View > Gridlines.
8. We are going to paste the image of a web page into our ppt, so start Internet Explorer.
9. Go to <http://www.nalp.org>.
10. Press the Print Screen button on your keyboard (upper right side of keyboard). It may not look like anything has happened, but we will now be able to paste the screen shot into our PowerPoint.
11. Close Internet Explorer.
12. Home tab > Paste (or press Ctrl + V on the keyboard or click the right mouse button and select Paste).

Task 9: Re-Size and Crop the Screen Shot Image

1. The image that comes in may be a little bigger than the slide. Click on the tab Picture Tools and then Format.
2. Select Crop. The white circles and squares around the edge of the image change to black bars and angles.
3. Grab the top horizontal line and move it until you cut off everything except the image of the web page. Use the other bars to eliminate anything you do not want on your image.
4. To quit the crop tool, click anywhere off the image.
5. To re-size the image, click on it again then grab and drag one of the small circles at the corners of the image.
6. Use either the mouse or the cursor keys to position the image on your gridlines. You can also position the image using the Align tool under the Format tab.

Task 10: Add an Arrow to Highlight a Part of the Image

1. We are going to make an arrow fly in and point to Research & Statistics.
2. Home tab > down arrow below Shapes.
3. Point to Block Arrows then select the arrow you would like to use (maybe a block arrow pointing up).
4. You will need to draw the arrow in on top of the image: pick a spot then move your mouse to the right and down.
5. Notice you will have the circles again to enable you to re-size the arrow.
6. You also have a yellow diamond that allows you to change the size of the head of the arrow in relation to the body. If you do not like the way the arrow looks, experiment.
7. You also have a green dot that allows you to tilt the arrow. If you point at the green dot with your mouse you should eventually see a curved arrow. Hold the left mouse button down and see if you can change the tilt of the arrow.
8. When you are satisfied with the way the arrow looks, it is time to place it. Point at the arrow. When you see the cursor with cross hairs, grab the arrow and move it to point at Research & Statistics.

Task 11: Change the Color of the Arrow

1. Right click on the arrow.
2. Click on Format Shape.
3. You have lots and lots of choices. Experiment!
4. When you are pleased, click on OK.

Task 12: *Animate the Arrow*

1. Make sure the arrow is selected (has the box with the white circles around it).
2. Animations tab > Custom Animation.
3. Click on Add Effect.
4. Point at Entrance.
5. Click on More Effects.
6. Be sure that Preview Effect is checked (bottom left of pop up window).
7. If necessary, click and drag the “Add Entrance Effect” box so you can see the arrow you have created.
8. Try different effects and see what the arrow does behind the pop up window.
9. Once you find an effect you like, click on OK.
10. Notice on the toolbar at the right you can modify features of the animation. If you have more than one animation, you can also re-order the effects.
11. You can animate text the same way. Just click on a text box and click Animations tab > Custom Animation.
12. Use Animation sparingly. Properly used, it can enhance your presentation. Improperly used, it can confuse your audience and have a negative impact on your credibility.

FYI: If you are planning to create handouts from your slides, animations may cause a problem, especially if objects overlap. The printed slide will display all of the animated objects. So, you may need to re-configure that slide in its handout form.

Task 13: *Insert a Picture*

1. Home tab > New Slide (or Ctrl + M on the keyboard).
2. Insert tab > Picture
3. Browse your computer and select the picture you would like inserted in your presentation.
4. Alter the size of the picture using the white circles. If necessary, crop the picture using the instructions in **Task 9**.

Task 14: *Insert a Video*

1. Home tab > New Slide (or Ctrl + M on the keyboard).
2. **Make certain the video file you would like to insert is saved in the same folder containing your presentation.**
3. Insert tab > Movie > Movie from File

Task 15: *Insert Music*

1. Home tab > New Slide (or Ctrl + M on the keyboard).
2. **Make certain the music file you would like to insert is saved in the same folder containing your presentation.**
3. Insert tab > Sound > Sound from File

FYI – If you need to adjust the length of the sound clip or add a fade-in/fade-out, the free program Audacity can be very helpful. The website is <http://audacity.sourceforge.net/>.

Task 16: Save Your PowerPoint

1. You can save your PowerPoint as a ppt file or web page or package it to a CD or other device to play on a PC that might not have PowerPoint software.
2. To save it as a ppt file, click Office button > Save OR Ctrl + S.
3. To package it to a CD (**highly recommended** if you plan to use the presentation on a different computer), click Office button > Publish > Package for CD. Click Options. The box next to Linked Files should be selected. Select the box next to Embedded TrueType Fonts. Select OK. Select Copy to CD and insert CD in CD drive. (Alternatively, select Copy to Folder, click on Browse and choose the location, click ok.)

Task 17: Send Your PowerPoint

1. To send the PowerPoint presentation that does not include media clips, simply attach the ppt file to an e-mail.
2. To send a PowerPoint presentation *that includes media clips*, you must first zip the ppt and media clips into a zipped folder. Right click on the folder containing the ppt file and all of the embedded clips > Send to > Compressed (Zipped) folder.
3. Attach the zipped folder to an e-mail or download the zipped folder to a portable drive and mail via US Mail

Task 18: To Open a Zipped Folder

1. If you receive a PowerPoint via e-mail in a zipped folder, you must first “extract” the folder before you can play the presentation including embedded media clips.
2. Open the e-mail, right click on the attachment > Save As > select your location. You will now have a folder with a zipper on it and .zip extension in your document file.
3. Right click on the zipped folder > Extract All > Next > select location by clicking Browse button > Finish. You will now have a folder without the zipper in your document folder.
4. Double click on the unzipped folder > double click on Presentation CD > double click on ppt file

Task 19: Start the PowerPoint

You can push the F5 key on the keyboard (starts at the beginning)

OR

Click the tiny video icon at lower right center (starts from the slide you are currently displaying)

OR

Click Slide Show tab > either From Beginning or From Current Slide

Task 20: Navigate the PowerPoint

1. Move forward by: clicking the left mouse button; or hitting the space bar; or hitting the right cursor key.
2. Move backward by: clicking the right mouse button and click Previous; or hitting the backspace key; or hitting the left cursor key.
3. Go to a specific slide number by: clicking the right mouse button, highlighting Go to Slide, and selecting the specific slide or just type the number and <Enter> on the keyboard.
4. Highlight something on the slide by: clicking the right mouse button, highlighting pointer options, choosing the tool, then pressing the left mouse button and drawing the highlight on the slide.
5. To temporarily clear the screen during the presentation, press W (for a white screen) or B (for a black screen). Press Enter to resume the presentation.
6. End the PowerPoint by: clicking the right mouse button and then End show or hitting the ESC button on the keyboard.

Task 21: *Edit and View Your PowerPoint at the Same Time*

1. Resize the PowerPoint window so that it covers the right half of your screen.
2. Close the tabs on the left and right sides to make more room for editing the slide.
3. Go to the first slide of your presentation.
4. Hold Ctrl and click on the Slide Show button (lower right center).
5. A miniature slide show of your presentation appears in the upper-left on the screen.
6. Click on the miniature slide show to activate it and advance the slides.
7. Click on the PowerPoint window to the right to edit.
8. When finished with the slide show, right click on it and then click on End Show in the pop up menu.

Task 22: *Apply a Different Design to Only One Slide (or a Selection of Slides)*

1. Maximize the PowerPoint window.
2. Click on the Normal View (restore panes) button if needed (lower center).
3. On the Slides pane (at left), click on the little slide image (or hold down Ctrl and select multiple slides) to which you would like to apply a different design.
4. Design tab.
5. Click on the more button (it is a down arrow with a hyphen over it) just to the right of the themes that are on display. You will be able to see all the themes from which to choose.
6. Right-click on the theme you want to apply.
7. Click on Apply to selected slides.

Task 23: *Printing Handouts*

1. Office button > Print.
2. Under "Print what:", change Slides to Handouts.
3. Under "Color/grayscale:", change the selection to read Pure Black and White
4. Under "Handouts/Slides per page:", change the selection to 3
5. Make any other changes you need to then click on OK.

General PowerPoint Guidelines

Remember that great PowerPoint presentations do not make great handouts, and great handouts do not make great PowerPoint presentations.

Do not overload each slide with too much information. Use only four or five bullet points on each slide. It is acceptable to use only phrases, and not complete sentences.

Use a standard font that will be easy for your audience to read. Use at least 28 point font.

Avoid using all capital letters and unnecessary punctuation.

It may be difficult for the back of the audience to see the lower third of each slide.

Graphs are a great way to make your point. Make certain the graph is titled, is large enough, and includes high-contrast colors.

Do not simply read the information on your slides. Take advantage of the “Click to add notes” section at the bottom of your PowerPoint slides. Include notes for the speech that will accompany your presentation. Maintain eye contact with your audience, not the presentation screen.

Blogs and Websites of Interest

www.presentationzen.com

www.garreynolds.com

www.beyondbulletpoints.com

<http://images.google.com/hosted/life>

www.abanet.org/lpm/lpt/articles/slc08051.html