

Powerpoint - Focus Your Audience

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This brief workshop on using Powerpoint to focus your audience on your subject requires you to load the Powerpoint_Focus_Your_Audience from the Orthogate site. View this file in the "Normal" view and follow the instructions in the notes. These instructions are also copied below.

"Focus Your Audience Workshop" Instructions

Note: the details of the Powerpoint© programme may differ slightly depending on whether you are using an old or a new version and a Windows or a Mac computer. I used Office 2000 on a Windows XP machine

Slide 2: Save this presentation under a new name so the original is preserved for reference

Note 2: Don't click on the save icon as that will save under the same name. Use File/Save As

Slide 3: Setting background; make it restful; can use a Design Templates (cookie cutter approach is OK)

Note 3: To set your own background click Format/Background. Click on dropdown window in Background Fill. Select More Colors. Select color from the palette. Click on Apply to All

Slides 4 - 8: To copy a slide

Select the slide you wish to copy (in the text window)

- Slide text goes black

Press Control C together to copy the slide

- Deselect by clicking away
- Place cursor where you wish to copy the slide. Usually at the end of this slide

Press Control V to paste copy into sequence

Note 4: To copy a whole slide click on the numbered slide icon in the text window. This selects the whole slide even though the illustrations etc aren't shown in the text window

Hit Control C to copy to the clipboard. Click elsewhere to deselect

Move cursor to the end of the slide and click. This is where the new copy will be inserted

Hit Control V to paste the copy into the sequence

Slide 9: Bullet Points

- Headings for the point you are making
- Should be short - cue to what you want to say

- Can (often should) be animated

Slide 10: Preset Animation

- Type the bullet points
- Make sure the text box remains selected

- Open Slide Show Menu

- Select Preset Animation
- Select "Appear" (1st level animation only)

- Show the slide (to yourself) to check the animation works

Note 10: Click on the text (in the slide display window) to make sure the text box is selected

Open Slide Show/Preset Animation

Select "Appear"

Do this with the current slide (slide 10)

Slide 11: Multilevel Bullet Points

- Points may be headings, subheadings or sub-subheadings (5 levels in all)
- Each level may be animated separately

- Or all the subheads can appear at the same time as the main heading

Note 11: Animating different levels.

Select Slide Show Menu/Custom Animation. Select Text 2 checkbox. Click on Effects tab. Select Appear. Select "Grouped by 3rd" to determine level of animation. Try the effect with preview. Change it to "Grouped by 1st" to see which you prefer. Show the slide.

With Custom animation there is an option to dim the bullet points you have already shown to keep the audience focused on what you are currently presenting.

Slide 12: Pro and Con

- Use Slide layout for 2 column text
- Put pro points in one box

- Can be animated if the points are consecutive
- Put con points in the other

- If pro and con points should be together use slide transitions not animations

Note 12: If you wish to show contrasting Pro and Con points together use Slide transitions in the following way:

1. Copy this slide twice to make three slides in all.

2. In the first one, delete all the bullet points

3. In the second one delete the last pair of points.

4. Leave all the points in the third slide.

5. Run the show from the first Pro & Con slide to see the effect

To animate this slide so that all the "pro" points are shown first, then the "con" (second box) points, do the following (on the unchanged last slide copy):

1. Select the first box by clicking near the text inside the text box.

2. Click on Slide Show - Preset Animation - Appear.

3. Repeat steps 1 & 2 for the second text box

4. Show the slide to check the effect

Slide 13: Add an illustration

Note 13: Open Insert Menu.
Hover on Picture. Click on From File. Browse to an image file on your computer. Click Insert. Re-size image by dragging corner box.
Re-position image by dragging the whole image

Slide 14: Bullet Points with Illustrations

Note 14: To hold the audience's attention to this slide you use transitions not animation. Make sure there is no animation. Make three copies of the slide. In the first one delete the 2nd and 3rd bullet points and 2nd and 3rd images. In the second slide delete the last point and the last image. Go back to the first slide and show the sequence. If you would prefer text and image to appear separately you have to make six slides. If you wish, you could also delete the images already shown to keep attention on the one relating to the bullet point

Slide 15: Make a diagram

Note 15: Blocks are made by selecting rectangles or ovals and typing inside them. Arrows are from autosshapes. Move the blocks and arrows around to make the diagram more attractive. Arrows can be elongated or rotated. Alter the sizes and the fill colours of the blocks and arrows. Text format can also be changed by selecting the text. Once the finished diagram looks right make three copies. Delete objects so that first slide has only the ready box. Second slide has Ready arrow - Aim and last slide has the whole diagram. Use wipe transitions to animate the diagram