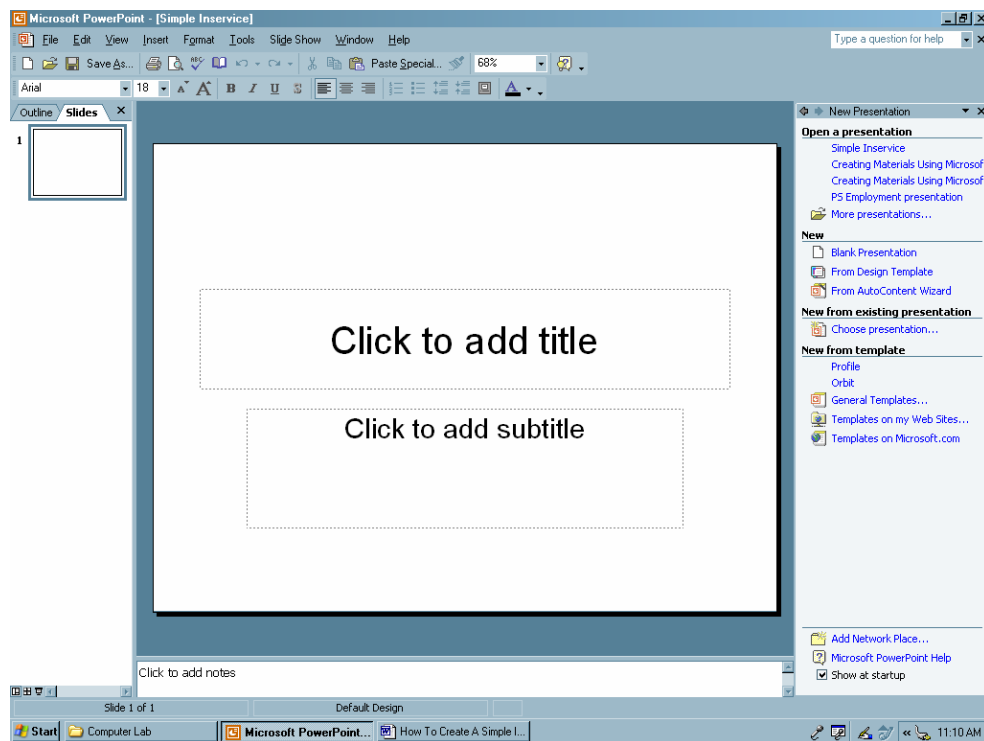


# How To Create A Simple Inservice Presentation

## **Step I: Open a new *Powerpoint* document.**

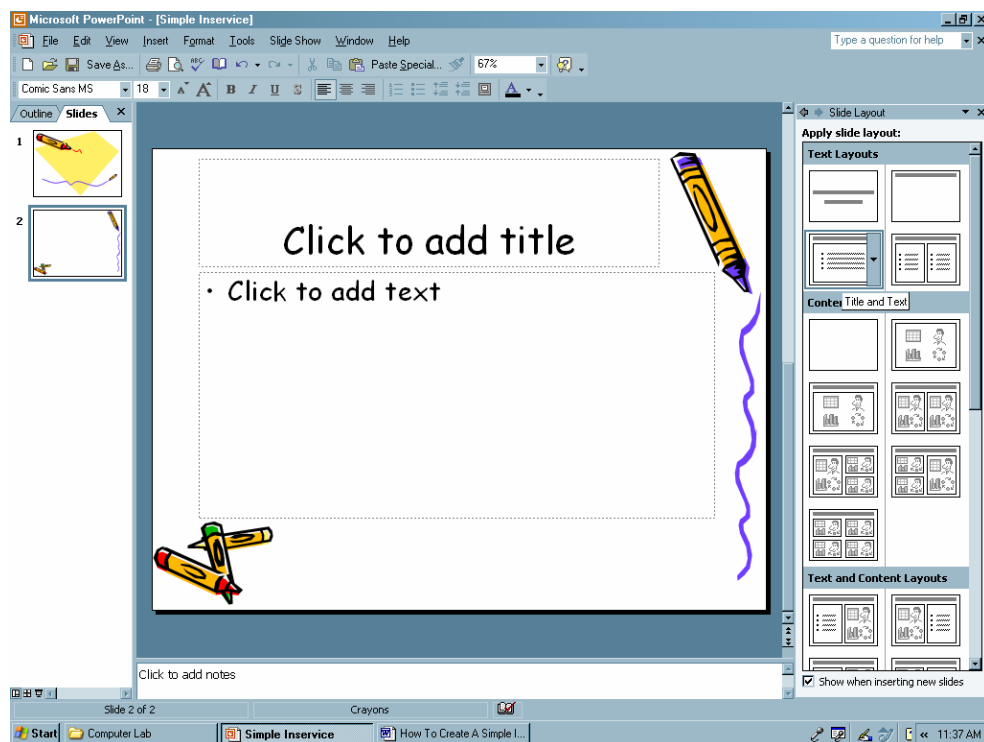
- A. In the center you should see a blank slide containing two text boxes ("Click to add title" and "Click to add subtitle.")
- B. On the right you should see the Task Pane with the heading "New Presentation" and a list of options below it.
- C. On the left is a smaller pane which will show several slides at a time as you add them. Right now there should be only one.
- D. At the bottom is a small window that reads: *Click to add notes*.



## **Step II: Choose a Slide Design (Template) and title your presentation.**

- A. Pointers for Beginners:
  1. Dark backgrounds with light text OR light backgrounds with dark text are best.
  2. Avoid templates with patterns or pictures unless your presentation is no more than 30-45 minutes. These can be pleasant to view at first, but tire the eyes quickly.
  3. Change the "Color Scheme" of a slide if necessary.
- B. Click the Format menu at the top and select "Slide Design . . .". This can also be done using the Task Pane (right) by clicking "From Design Template."

- C. The Task Pane on the right should change to indicate this selection, showing various example designs for your presentation.
- D. Click the "Crayons" design and a title slide should replace the blank.
- E. Click the Insert menu at the top and select "New Slide." The Task Pane on the right will change to Slide Layout. Select the "Title and text" layout, if it does not default to this (see illustration).
- F. *Make sure you are satisfied with the font, font size, bullets, size of text boxes, etc. If you change the Master Slide in the View menu, each New Slide inserted will have the same settings. This keeps the orientation of your text consistent from slide to slide.*



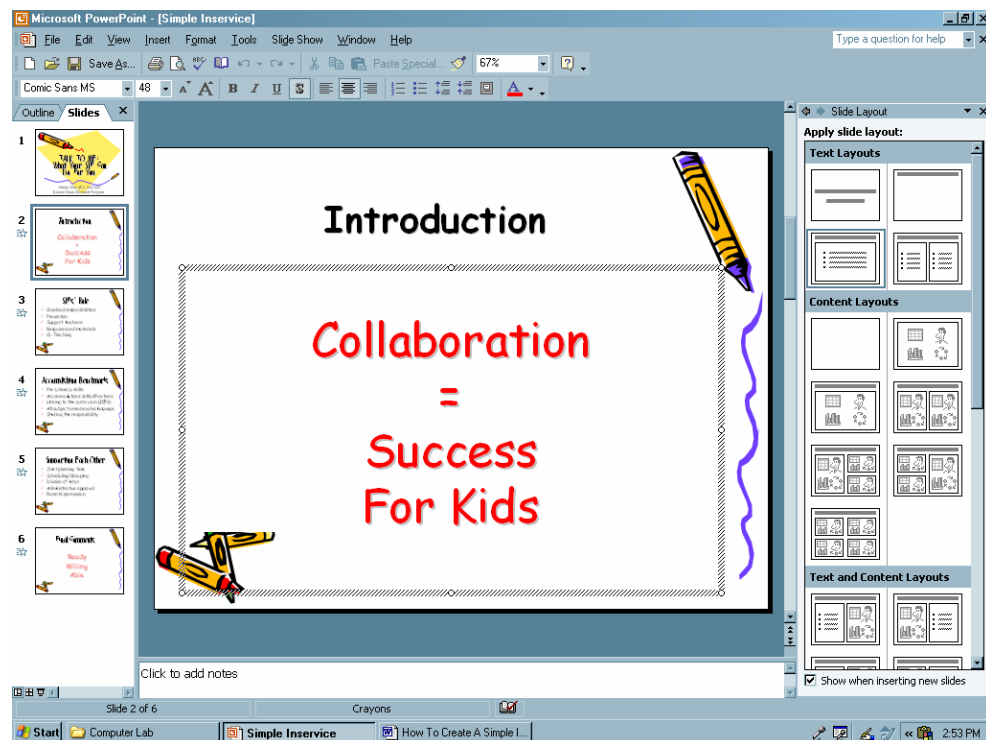
- G. Click the title slide on the left to bring that slide to your center view to work on it.
- H. Type in the text of your title and subtitle. Reorient text boxes as needed. [I recommend a combination title that's catchy, but informative, rather than strictly formal or explanatory. Subtitle with your name, credentials, and contact information or program/school. Make the title slide a reference for remembering and finding you.]

### **Step III. Insert slides and primary presentation information.**

- A. Pointers for Beginners:
  1. It is best to start with your research done, outline completed, and notes organized. If working from an outline, the main headings become your

slide headings, and the information under each heading becomes your bulleted information.

2. Remember (as often as possible) the "Rule of Sixes" when constructing slides - Use no more than six words per line and six lines per slide. Avoid overcrowding your text. A font size of 24 pt. is an absolute minimum. Fonts of 32 pt. or larger are easier to read.
  3. Avoid use of the following fonts: Times New Roman, Bookman Old Style, **Bernhard MT Condensed**, and *Script MT*. My favorites are Arial, Tahoma, and Comic Sans MS. Use **bold** or **color** for emphasis rather than underlining or *italics*.
  4. Typically use 10 slides per hour of presentation time.
- B. Click the first "title and text" slide on the left to bring that slide to your center view to work on it.
- C. Click inside the title box and type your first heading.
- D. Click inside the text (bullet) box and type your key points. If you'd rather use a single statement, click "off" the bullet button in the Formatting toolbar (top) and type. Format size, orientation, etc. afterwards (see illustration).

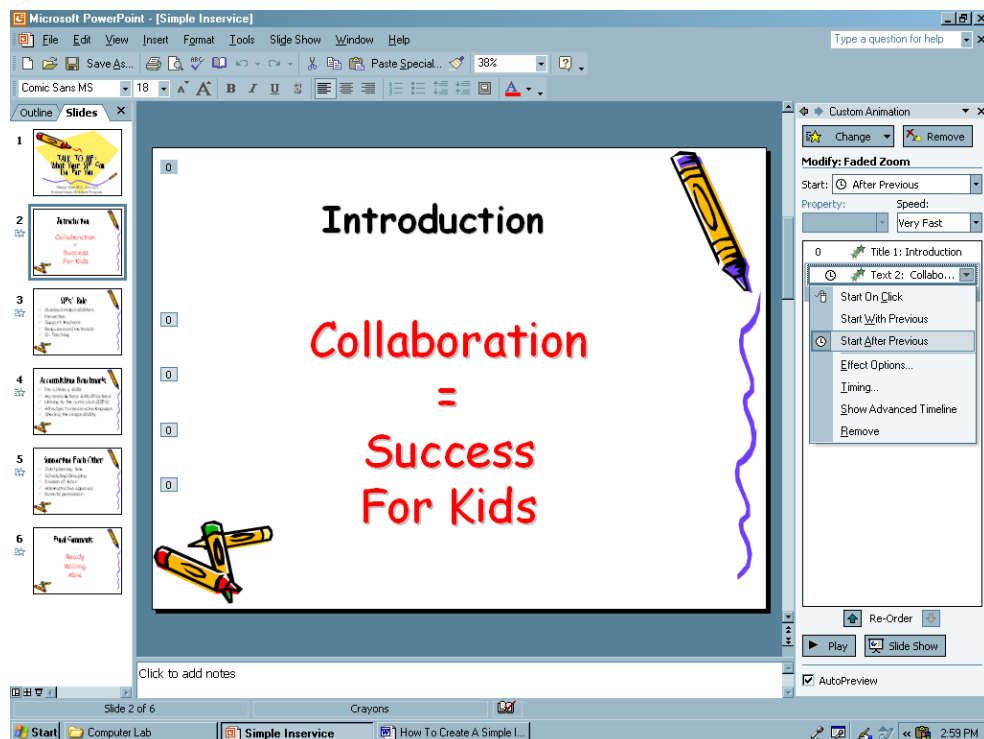


- E. Click inside the "Notes Page" at the bottom and type any notes, reminders, or exactly what you want to say with regard to this slide.
1. To view a full size "Notes Page," click the View menu at the top and select "Notes Page."

2. If I'm not well prepared beforehand, I'll start with my notes pages, then pull key points from that for my slides later.
- F. When finished with the first slide, click the Insert menu at the top and select "New Slide."
- G. Repeat Step III, C-E for remaining slides needed.

## Step IV. Add emphasis, animation, or graphics.

- A. Pointers for beginners:
  1. Animation of the text and moving graphics can be very effective or very distracting. Use them wisely or not at all.
  2. Dramatic animations should be saved for the first and/or last slide.
  3. Avoid animating by letter or word. This is too tedious for the viewer.
  4. Play around, find something subtle, and stick with it.
- B. Return to your second slide. Click the Slide Show menu at the top and select "Animation Schemes . . .". The Task Pane on the right should return to "Slide Design" and list options for action or movement for the text in your whole slide.
- C. Select "Big Title" from the Exciting choices. When selected, a preview of this action scheme is displayed.
- D. Click the Slide Show menu and select "Custom Animations . . .". The Task Pane will show this change. Click in the box that reads "Text 2:" and select "Start After Previous" (see illustration).



- E. Go to your next slide. Highlight the lower text box of your slide and click "Add effects" then "Entrance" then "Dissolve In." A preview of this action is displayed. It will default to start "On Click" which means you will need to click in each bullet of information as you speak (see illustration).
- F. Repeat Step IV, E for all but your last slide.
- G. Repeat Step IV, B-D for your last slide.

**Step V. Preview your slide show.**

- A. Return to your title slide. Click the Slide Show menu at the top and select "View Show."
- B. Use the up/down arrow keys or the Page Up/Down keys to navigate through your presentation.
- C. Hit the Escape (Esc) key to exit the show when finished viewing.