

Guide to....



Giving a Presentation & Using PowerPoint



ABERDEEN COLLEGE

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Preparing your presentation

Introduction

This guide introduces the basic concepts of giving a presentation to an audience and using Microsoft PowerPoint to create a multimedia presentation. Confidence in giving presentations is a useful skill to acquire not only for your college course, but also for interviews and jobs in the future.

The Four P's

The way to give a good presentation can be summed up by the four P's:

Plan, Prepare, Practice & Present

Plan

- What is the **purpose** of your talk? What are your **objectives**?
- Who are your **audience**? What do they know and what do they need to know? Imagine yourself in their place.
- How much **time** have you got?
- What **equipment** will be available to you?

Prepare

- Jot down the **main points** that you need to get across.
- Plan a **structure**. How many slides do you need? Do not be tempted to create too many. Five slides in a 10-minute presentation is only 2 minutes per slide.
- Start by **introducing** yourself, explaining what you are going to talk about and why, and outlining your presentation.
- In the **main body** of the presentation put your points across in a logical order. Do not present too much information on one slide – use bullet points to summarise your points and expand on these in what you say. Don't simply read what is on the screen.
- **Content** over form. Get the content right before adding the bells and whistles to your presentation but do use the capabilities of PowerPoint to your advantage. A picture, graph or chart can convey information more efficiently than words.

- End with a **summary** of your presentation by briefly outlining your main points, opinions and conclusions, and inviting your audience to ask questions.
- Stick to the **KISS** principle (**K**ep **I**t **S**hort and **S**imple).

Practice

- Rehearse the **timing** of your slides.
- **Practice delivering** your presentation. Use brief notes containing keywords or phrases and mark the places where you need to move to the next slide or activate a film or sound clip. Don't be tempted just to read your notes – it always sounds dull.
- PRACTICE, PRACTICE, PRACTICE... modify the presentation if necessary.

Present

- Be yourself and be **enthusiastic**.
- **Speak clearly and confidently**, vary the tone of your voice and don't rush.
- Use **open and confident body language** (don't hunch or fold your arms). It is usually better to stand up to give your presentation as this helps you to project your voice and you look more confident.
- Keep your audience's attention with **eye contact** and a little **humour**.
- Finish with a **summing up** and a clear end.
- Give your audience an opportunity to ask questions.

It is quite common now for employers to ask prospective employees to give a presentation as part of the interview process. So if you think that this is a lot of work for a talk to your lecturers and classmates, look on it as gaining a skill to help you get a job when you leave College and a chance to practice in front of a friendly audience.

An introduction to Microsoft PowerPoint 2007 starts on the next page.

Using Microsoft PowerPoint

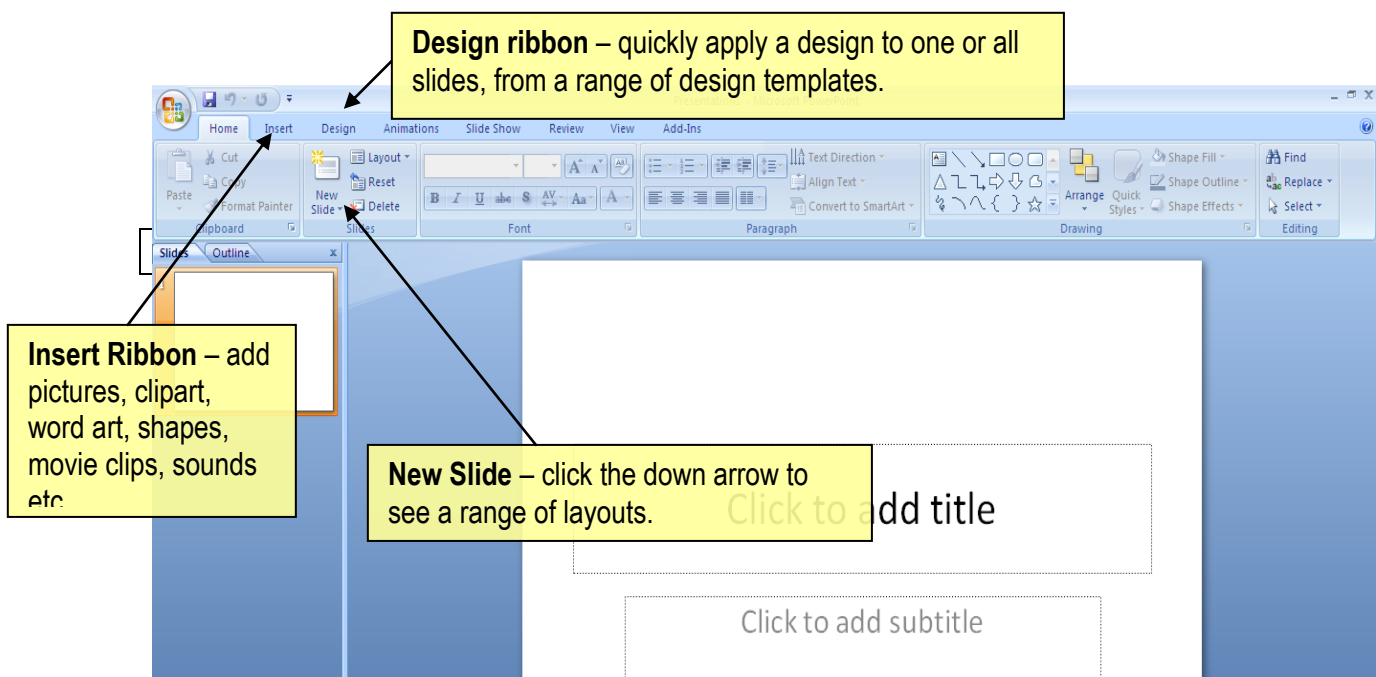
This guide gives you a basic introduction to using PowerPoint 2007 to create presentations. A typical PowerPoint presentation is made up of a number of different screens (called "slides") that can be displayed on the computer screen and through an overhead projector. For more information, use the PowerPoint Help, look at a Library book (Shelfmark: 005.58 POW), or ask Library or IT Centre staff for assistance.

You can open PowerPoint from:

Start ⇒ Programs ⇒ Microsoft Office ⇒ Microsoft Office PowerPoint 2007.

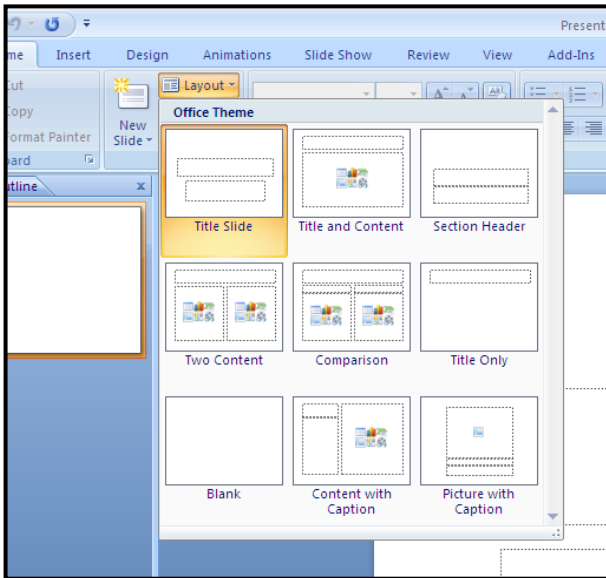
Basic commands

Many of the features of PowerPoint are the same as those in other Microsoft Office programs. The diagram below illustrates the most commonly used basic commands in PowerPoint.



Creating a presentation

PowerPoint contains a variety of slide layouts to suit different types of information. When you open PowerPoint you will be presented with a blank title slide. Click on the **Slide Layout** button to see a selection of layouts.



The **Title & Content** layout is the most commonly used slide. This gives you a Title box and a Content box for text in bullet points, pictures, charts, media clips and so on. To add a title simply click in the box where it says “**Click to add title**” and type in the text you want. You can do the same in the lower box to create a bulleted list.

If you do not want to use any of the preset layouts, chose a Blank Layout and add any kind of content using the buttons on the Insert ribbon. You can change the formatting of your text by using the formatting buttons on Home ribbon.

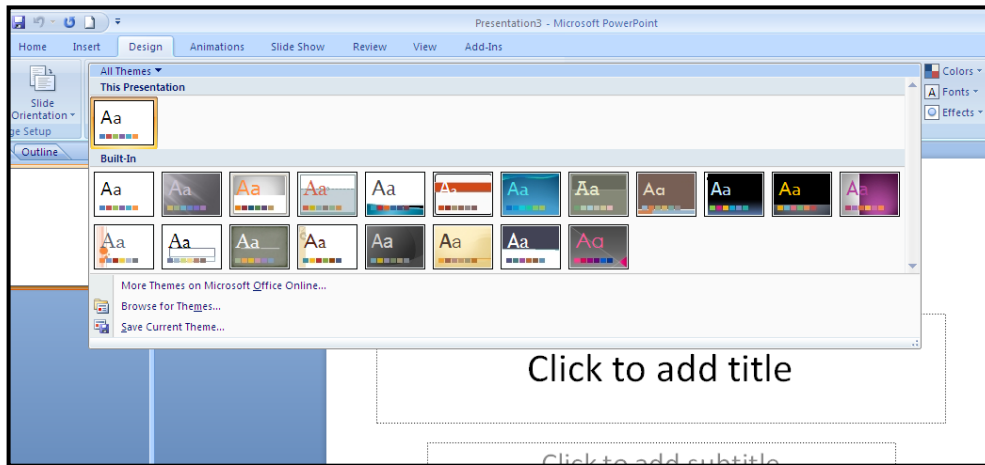
To add a new slide to a presentation, click the **New Slide** button.

To add a slide with the same layout as the current one, just click the top of the button. To see a choice of layouts like those above, click the bottom half of the button.



Slide Design

As well as adding content to your slides you can apply a design (called themes in Office 2007) to all your slides from a range of themes. To do this, click the **Design** tab to open the design ribbon. From there, click the **down arrow to the right** of the themes to see the full range.



To apply a theme to all your slides just click on your choice. To apply a theme to only some slides, click on the theme with **right** mouse button and choose **Apply to selected slides**.

To modify a theme use, background styles, colors, fonts and effects from the Design ribbon.

Arranging and showing your slides

To rearrange your slides or to see how they will look as a slide show, use the **View** ribbon.

Slide sorter view allows you to see all your slides at once. To change the order just click and drag the slide to where you want it.

To display your presentation as your audience will see it, select the **Slide Show** button and you will see your first slide appear to fill the whole of the screen. You

can use the arrow keys to move forwards and backwards between slides. To get out of Slide show, press the Esc key on your keyboard.

The different views of your presentation can also be selected using the view icons at the bottom right of your screen.



More options

Once you have mastered the basics there are more features you can try:

- Media clips, photographs, animations, web links and music clips can all be added to your slides.
- Use the **Animations** ribbon to set slide transitions or animate your text and pictures.
- Create a Master slide so that all slides you create using the master carry the same design and information, such as a logo, or footer.

To use these features, go to PowerPoint Help, look at a Library book (Shelfmark: 005.58 POW) or ask Library or IT Centre staff for assistance.

Always remember that the most important part of your presentation is the content. Try and make your slides clear, informative and to the point. Then make use of PowerPoint's features to make them more interesting and engaging for your audience.

Further Resources

Websites

There are a number of websites that offer PowerPoint Office 2007 tutorials, including the following sites.

Goodwill Community Foundation: LearnFree.org

<http://www.gcflearnfree.org/computer/topic.aspx?id=144>

Offers clear and straightforward tutorials, videos and quizzes.

Microsoft Office Online Training

<http://office.microsoft.com/en-gb/training/CR010065457.aspx>

This official Microsoft website offers courses on different features in PowerPoint. Each course provides a short lesson, a practice session, a "Quick Reference Card", and a short test.

Books

Aberdeen College Library holds a number of books that may be useful when you are preparing a presentation or using PowerPoint. Here is a selection:

CiA Training Ltd. *ECDL Module 6 - presentation using PowerPoint 2007:*

CiA Training Ltd, 2008.

Shelfmark: 005.5 ECD

Bucki, Lisa. *Teach yourself Visually Microsoft Office PowerPoint 2007;* Wiley Publishing 2007.

Shelfmark 005.58 POW

Stephen, Moira. *Teach yourself PowerPoint 2007;* London: Hodder Education 2007

Shelfmark: 005.58 POW