

Microsoft  
**PowerPoint**



# **Microsoft PowerPoint 2003 Creating Effective Presentations Part 2**

Jeff Potocki

Software Support Specialist  
Computing and Network Services

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# Session Breakdown

- Handouts
- The Parts/Objectives
  - Preparing to Deliver a Presentation
  - Delivering a Presentation
  - Presentation Guidelines
  - Creating Podcasts using PowerPoint
- Question and Answer Session

# Preparing to Deliver a Presentation

- Arrange and Hide Slides
- Add Slide Transitions
- Slide Timing
- Custom Show
- Printing Your Presentation
- Saving Options
  - Be aware of file sizes!



# Delivering a Presentation

- Navigating in a Presentation
- Annotating During a Presentation
  
- **Presentation Guidelines**
  - See C&NS Source Guide page 6 and 7
  - <http://office.microsoft.com>

# Creating Podcasts using PowerPoint

- The idea behind PowerPoint and Podcasting
  - Recording lectures (audio only)
  - Enhancing your presentation by adding narration to your slides
  - Converting your enhanced presentation into a enhanced podcast or video podcast format
- The podcast creation process
  - Dependent on what you want to do!

# Creating Podcasts using PowerPoint

- The software involved
  - iTunes
  - Podcast creation software:
    - Easy, Intermediate, and Advanced level software
- The hardware involved
  - iPods, computers, microphones
- Using other Podcasts in your curriculum
  - The Podcasts section in the iTunes store

# Creating Podcast FAQ's

- Where to put your files?
  - Faculty or Staff web server
- How do you subscribe to a personal podcast?
  - In iTunes: Advanced menu > Subscribe to podcast.  
Then enter the podcast URL with the .XML file at the end of it:  
(example: [staff.fairfield.edu/jpotocki/podcasts/jeffpodcast.xml](http://staff.fairfield.edu/jpotocki/podcasts/jeffpodcast.xml))
- When you download a podcast, the file is saved to your computer

# The Format Puzzle

**Audio Only!!**

AAC  
and  
MP3

**Enhanced and  
Video Podcasts!!**

Mpeg4

M4a

M4b

M4v

**Enhanced Podcasts**

**Video Podcast**

# Creating Effective Presentations

- Questions?
- Please fill out the training survey!  
<http://data.fairfield.edu/cns/workshop>
- [www.fairfield.edu/cnstraining](http://www.fairfield.edu/cnstraining)
- [cnstraining@mail.fairfield.edu](mailto:cnstraining@mail.fairfield.edu)

**THANK YOU!**

