



C&NS Source Guide

Activity 1 – Preparing to Deliver a Presentation

Arrange and Hide Slides

- Open OrientationToViews.ppt in the Faculty PPT 2 Training folder on the desktop.
- 1. In the presentation and in the slide pane, select slide 6 by clicking on it.
- 2. **Drag slide 6 above slide 5.**
- 3. Select the new slide 6. (previously slide 5)
- 4. **Right-click** on the slide in the slide pane and select **“Hide Slide.”**
- 5. Run the slide show and notice that there are only 5 slides in the show.

Add Slide Transitions

1. In the presentation, **select slide one. Press and hold the “shift” key and click the last slide in the presentation to select all slides.**
2. **Choose Slide Show>Slide Transition** to display the Slide Transition task pane.
3. From the Apply to Selected Slides list box, apply the **Cover Up Transition.**
4. In the Modify Transition area, **set the transition speed to “Medium.”**
5. **Select slide two only.**
6. From the Apply to Selected Slides list box in the Slide Transition task pane, apply the **Blinds Vertical Transition.**
7. Play your slide show and notice the two different transitions.

Slide Timing

1. In the presentation, select all your slides from the slides tab.
2. **Choose Slide Show>Slide Transition.**
3. Under the Advance Slide section, **uncheck On Mouse Click** and **check Automatically after.**
4. Set the Automatically after time to **5 seconds.**
5. Click the Slide Show button on the bottom of the pane and watch the automatic slide show.

Custom Show

1. In the presentation, **choose Slide Show>Custom Shows.**
2. Click **New.**
3. In the Slide Show Name text box, type **My Custom Show.**
4. In the Slides in Presentation list box, **select slides 1, 3, and 5** and add them by **clicking the Add button one at a time.**
5. Once the slides are added, **move slide 3 (Relocation Team) in the “Slides in Custom Show” box to be slide two by selecting slide 3 and clicking on the up arrow.**
6. **Click OK.**
7. Notice the new custom show in the Custom Shows box.
8. Click **Close.**
9. **Choose Slide Show>Custom Shows.**

10. **Choose My Custom Show** and click the Show button. Navigate through the presentation and notice only 3 slides are presented.

Printing Your Presentation

1. In your presentation, **choose File>Print**.
2. In the Print What drop-down box, **select Handouts**.
3. In the Handouts section, from the Slides Per Page drop-down box, **select 3**.
4. Notice the printing format.
5. Click Cancel.

Saving Options

- a. Saving your presentation as a web page
 - b. Package for cd.
 - c. PowerPoint Viewer
- **Activity 2 - Delivering a Presentation**

Navigating in a Presentation

- Use the F5 key on the keyboard to begin a slide show from your first slide.
- Use the ESC key on your keyboard to exit the slide show.
- Use the space button, mouse click, and arrow keys on the keyboard to navigate through a slide show. Use **Alt + tab** to navigate through applications via the keyboard.

Annotating During a Presentation

1. When in your slide show, **right-click** the slide.
2. **Choose Pointer Options** to display the list of annotation tools.
3. Choose an annotation tool.
4. Draw on the slide by clicking and dragging the mouse.
5. Change the mouse cursor back to the arrow to continue with the presentation.
6. When at the end of the show, you will get the dialog: "Do you want to keep your ink annotations?" **Click Discard**.

- **Presentation Guidelines**

- The key to a good presentation is developing well organized, clear, and professional looking slides.
- Slide layout, font, color scheme, and slide content are the main components to developing a great presentation.
- Use no more than six bullet points per slide.
- Minimize the number of fonts used in your presentation.
- Keep font sizes consistent.
- Don't type in all caps.
- Keep bullet points short and to the point. Incomplete sentences are OK.
- For contrast, use a light colored font on a dark background and vice versa.
- Use bold formatting to make appropriate words stand out.
- Minimize use of italics. They are more difficult to read.

- Do not vary the look of one slide greatly from the next. Consistency is the key.
 - Keep it simple.
 - Keep your objects Big.
 - Make your information Clear.
 - Limit the number of slides
 - 3 slides per minute is the maximum
 - Practice moving between slides.
 - Don't read from your slides.
 - Don't speak to your slides.
 - Be prepared for technical difficulties
 - Avoid the use of flashy transitions.
 - Run your presentation from a hard disk rather than from removable media.
 - Communication is the key.
 - Use Text to support the communication.
 - Use Pictures to simplify complex concepts.
 - Use Animations for complex relationships.
 - Use Visuals to support, not to distract.
 - Use Sounds only when absolutely necessary.
- **Color guidelines**
 - Select intense colors when you want to make text stand out, but keep in mind that too much of a good thing can overwhelm viewers.
 - Select contrasting colors for slide text and the slide background to make the text easier for your audience to see and read.
 - Select complementary colors to make your color combinations aesthetically pleasing – contrast a secondary color (a color created by mixing two primary colors) with the third (complementary) primary color.
 - Complementary Colors
 - The following list describes the three secondary colors and their complementary primary colors:
 - Purple (blue and red) goes with yellow.
 - Green (yellow and blue) goes with red.
 - Orange (yellow and red) goes with blue.
- **References** – <http://office.microsoft.com>
- **Activity 3 – Creating a podcast**
 - **Creating a podcast with Spunkicast (already having audio content)**
 1. Open the Spunkicast software.
 2. Navigate to the **File menu, select New Project.**
 3. In the New Project dialog box, **type: MySpunkicastPodcast**
Note: You can not put any spaces in your project name.
 4. For the Remote Audio Folder field, **type:**
<http://staff.fairfield.edu/username/spunkicast/audio> or
<http://faculty.fairfield.edu/username/spunkicast/audio>

5. For the Remote Images Folder field, **type:**
<http://staff.fairfield.edu/username/spunkicast/image> or
<http://faculty.fairfield.edu/username/spunkicast/image>
6. For the Remote XML Folder field, **type:**
<http://staff.fairfield.edu/username/spunkicast> or
<http://faculty.fairfield.edu/username/spunkicast>
7. Click OK

Adding Project Information

1. On the Publisher tab, **give your project a Channel Title.** It will be the same name as your project.
2. Fill in all other related information for your project. Not all fields have to be filled in.

Adding a Podcast to your project

1. **Click on the Podcast tab and then click on the New Podcast button.**
2. **Give your podcast a title in the Podcast Title field.**
3. Fill in all other related information for this podcast.

Attaching the media file to the podcast

1. On the Podcast tab, under the Podcast File heading, **select the Browse button.**
2. Navigate to the audio file on your computer, select it and then **select the Open button.**
3. Click on the File menu, **select Save Project.**

Moving your podcast files to your web space

1. Exit Spunkicast
2. Navigate to your Spunkicast project on your computer. Your project will be located in your:
My Documents\InkySoftware\SpunkiCast\Projects\MySpunkicastPodcast folder.
3. In the My Spunkicast Podcast folder, you will see an Audio folder and an XML folder. **You will copy the audio file in the Audio folder and the xml file in the XML folder to your web space.**
4. Connect to your faculty or staff web space via FTP.
5. **Create a “spunkicast” folder** in the root of your web space.
6. Copy the Audio folder (with the audio file inside of it) and the xml file from your computer to the spunkicast folder in your webspace.
7. Exit your FTP session.

Subscribing to your podcast in iTunes

1. Open iTunes.
2. Navigate to the Advance menu and **select Subscribe to Podcast.**

3. In the Subscribe to Podcast dialog box, **type:**
<http://staff.fairfield.edu/username/spunkicast/myspunkicastpodcast.xml> or
<http://faculty.fairfield.edu/username/spunkicast/myspunkicastpodcast.xml>
 4. Click OK.
 5. Your podcast with its title will be downloaded. Double click on the podcast to play it.
- **Activity 4 – Adding Narration to your PowerPoint presentation**
 - Adding narration to a PowerPoint presentation (using a microphone)
 1. In your PowerPoint presentation, navigate to the Slide Show menu and then **select Record Narration.**
 2. A Record Narration dialog box will appear. Make sure your microphone is plugged in and check the sound level of your voice. Make any other options necessary.
 3. **Click OK.** A slideshow of your presentation will begin. Begin your narration by speaking into your microphone and navigate through your slideshow as you narrate. **Make sure you add an extra pause at the end of each slide and before the next slide so as to record your narration for each slide smoothly.**
 4. After the last slide in your presentation, you will be presented with a dialog box that will tell you that your narrations have been saved with each slide and it will ask you if you want to save the slide timings as well. **Click Save.**
 5. Your slideshow will end and you will be brought to the Slide Sorter View in your PowerPoint presentation. In this view, you can see how long your narrations will be for each slide. You can now go back and play your slideshow. It will play automatically with your narration.
 - **To convert your enhanced PowerPoint presentation into a podcast**
 - There are a number of options for converting your enhanced presentation into a podcast. The option you choose will be determined by what format you want your podcast to be in (audio or video). For further explanation, please contact Jeff Potocki in C&NS at x4069.
 - **Activity 5 - Using PowerPoint Producer**
 - Using PowerPoint Producer
 1. All information about PowerPoint Producer can be found at the following web address:
<http://www.microsoft.com/office/powerpoint/producer/prodinfo/default.mspx>
 2. It is a free program that can be downloaded from Microsoft. The purpose of the software is to create media rich presentations and make it available on the internet. It exports as HTML so it can be browsed to on the web. For a further explanation, please contact Jeff Potocki in C&NS at x4069.