

## Lecture 18

### Microsoft PowerPoint Animations and Presentation Tips

1. Open T:\Teach\Classes\FOR112\PPTDesign.ppt
2. Click on the Animations tab
  - a. You can animate using built-in choices or customize animations
  - b. Advance Slide? – Just say “no” – only for unattended
  - c. Sound – rarely and with good taste
  - d. Animations for slide elements (like bullet items)
    - i. Likely will need Custom Animation
    - ii. Add Effect – Probably Entrance effect
      1. Slide Elements will be listed
      2. Numbers will show the order of the element entrances
      3. Likely will want to select the elements and set them to Start On Click
3. More with Shapes and Placeholders
  - a. Fill a shape with a picture (click the **Shape Fill** icon on the Home tab)
  - b. Moving shapes or other objects like placeholders
    - i. Select the object (make sure you’re not editing the object)
    - ii. Use arrow keys to nudge the object around on the slide
    - iii. Hold the <Shift> key and drag with mouse to move object in either a horizontal or vertical path from its current location
4. ZoomIt
  - a. A zoom and annotation tool for presentations.
  - b. It’s not for PowerPoint...so when would you use it. Let’s demo it to see!
  - c. The main hot keys sequences are:
    - i. Ctrl + 1 (zoom mode)
    - ii. Ctrl + 2 (drawing/text mode)
    - iii. Ctrl + 3 (break timer mode)
5. Presenting a slide show
  - a. Rehearse!
  - b. Allow yourself sufficient time to practice with the equipment you’ll use
    - i. Keyboard Shortcuts (a handout)
  - c. Changing a PowerPoint file’s extension to .pps will start the file in slide show view when you open the file
6. Update from our last lecture... Speaker Notes with Slides (3 slides per page)
  - a. Use Office Button | Publish | Create Handouts in Word
7. Practical Help and Tips
  - a. Of course, press <F1> to get PowerPoint’s built-in help
  - b. <http://www.pptfaq.com>
  - c. <http://www.powerpointninja.com>
8. Check out the OSU PowerPoint template in our class folder on the T: drive.