

Appendix 1:

Getting the Most Out of PowerPoint for Your Pecha Kucha Presentation

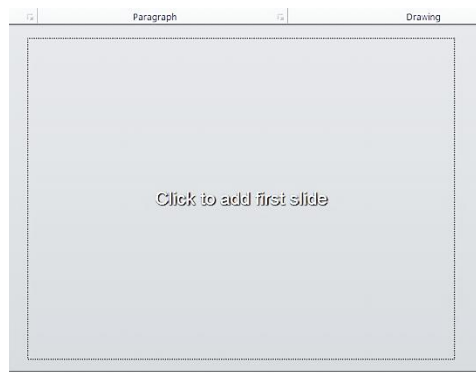
By Ruth Wickham

Appendix 1: Getting the Most out of PowerPoint for your Pecha Kucha Presentation

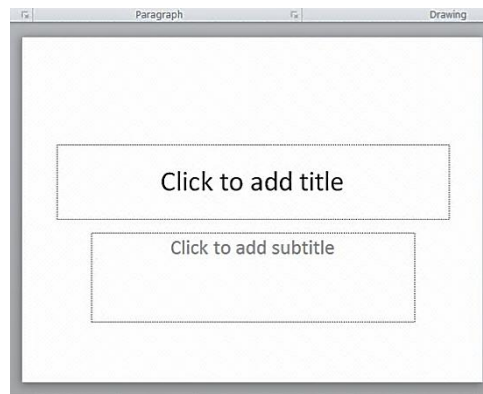
This Pecha Kucha Presentation is going to be slightly different from other PowerPoint Presentations you may have prepared in the past. Below are some brief pointers about the technical matters, most of which you may be familiar with, and some that may be new to you.

1. Open a PowerPoint file

Firstly open a PowerPoint file. As the instructions say, click to add the first slide.



This is the title slide, and there is a box for a title and sub-title.



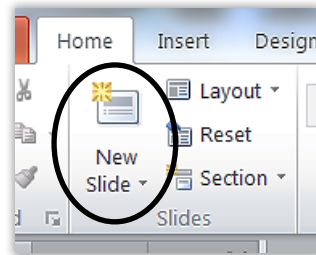
Type in the names of the presenters, the title of your presentation, your class designation (e.g. PPISMP 4) and the date (e.g. May 2012).

You may choose to add a background image to this slide, or insert a picture – see below how to add images – and you will need to make sure that your text remains clearly visible.

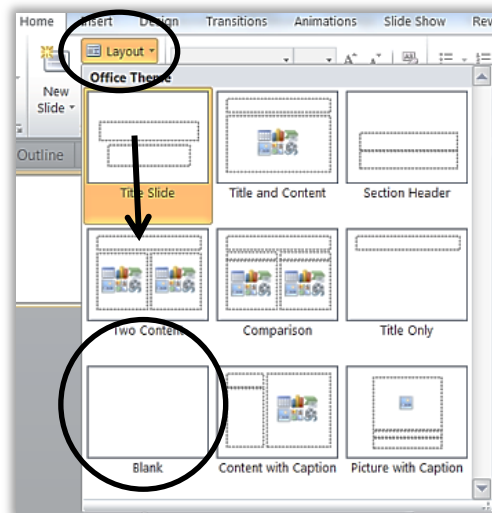
This is the only slide that will include any text.

2. New Slide

On the 'Home' ribbon click '**new slide**'.



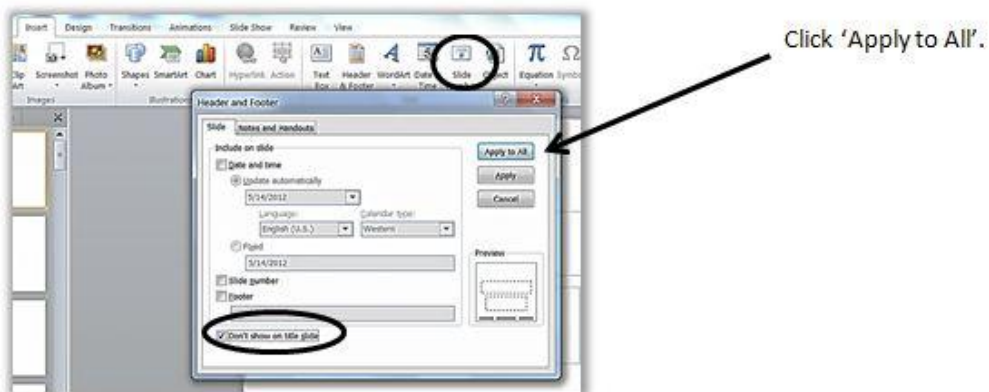
Next to that click on '**layout**' and choose '**blank**'.



Continue to create new blank slides, 20 in total. There will be 21 slides including your title slide.

3. Number your slides

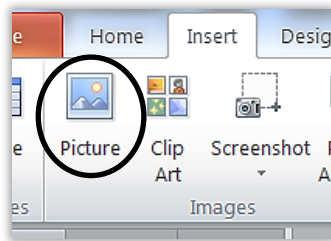
On the insert ribbon choose 'slide number'. You may choose to check the box 'don't show on title slide'.



4. Adding a Picture.

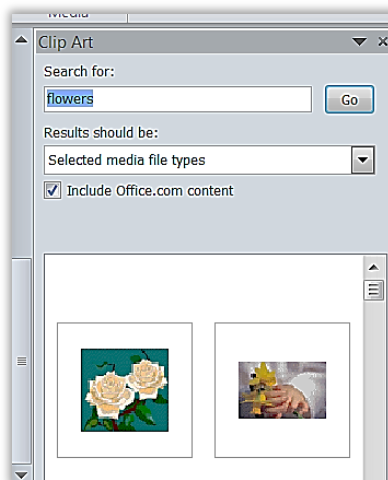
There are two basic ways to create a picture slide.

a) Select the 'Insert' ribbon, and click on 'insert picture'.

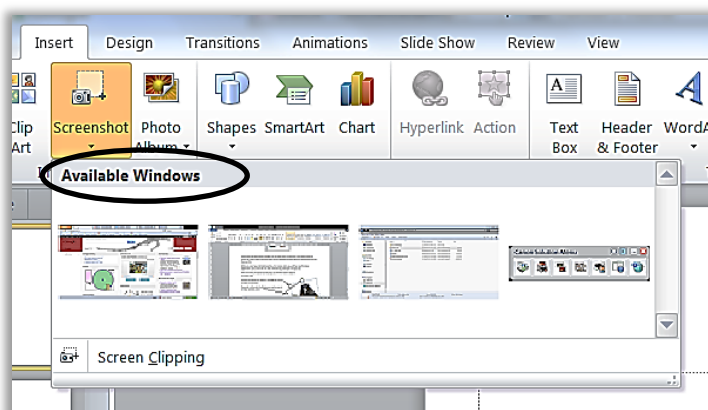


You will then have the opportunity to browse your computer for the picture you wish to add.

You can also choose to insert '**clip art**' (as long as it fits with your theme). If you are connected to the Internet a panel will open at the right for you to choose clip art from.



If you have the latest version of Office, you can also insert a screen shot. You need to have the screen you wish to take a shot from open on your desktop and then open your PowerPoint file over the top of it.



You will be shown which windows are already open on your desktop and be asked to choose the one you want. Then the screen will go milky and you can select the section of the screen you want.

Adjusting your picture

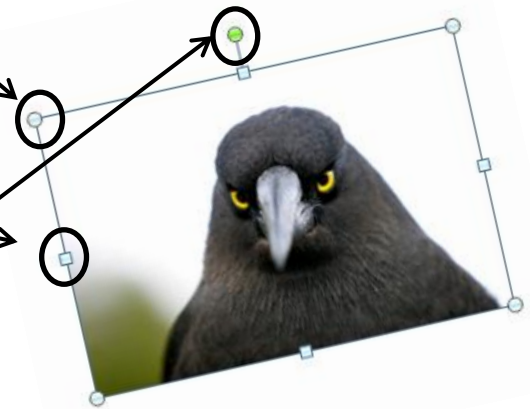
When you insert your photo/picture/clip art (or screen shot), you will then need to make adjustments to it, so that it fits the slide well and has good impact for your talk.

After you insert your picture (or clip art), you will then need to adjust it to fit your slide.

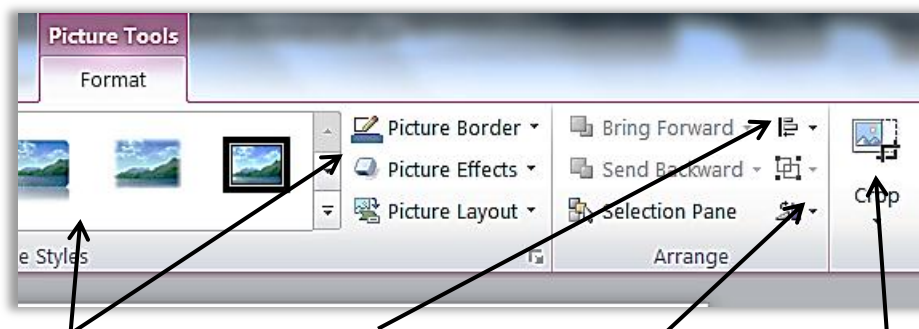
Click on your picture to 'select' it, and drag the corners to make it fit the slide.

If you pull on the sides it will make your picture go out of shape and look weird.

You can use the green button at the top to turn your picture on a different angle, which may make it more interesting.

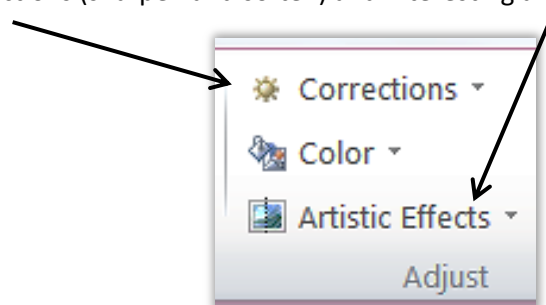


With your picture 'selected', you can also now use the options on the 'Format' ribbon.



You can now choose a border or effect, align it within the slide, flip or rotate it, and crop it.

On the left-hand end of the Format ribbon you can also choose some minor enhancements to your picture, such as corrections (sharpen and soften) and interesting artistic effects (as long as they fit your theme!)



b) The other way to add a picture

As long as you don't need to make any adjustments to your picture, then it can be added as part of the background design. (Then you choose whether to apply it to all slides or just the one.)

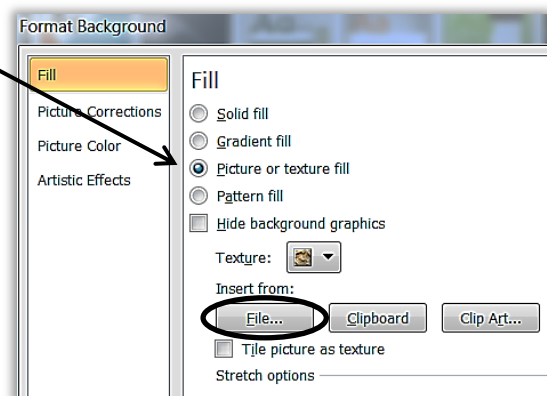
On the 'Design' ribbon, click on background styles, and go to format background.



In the dialogue box, choose 'picture or texture fill'.

Click on 'File' to browse your computer for the picture you want to insert.

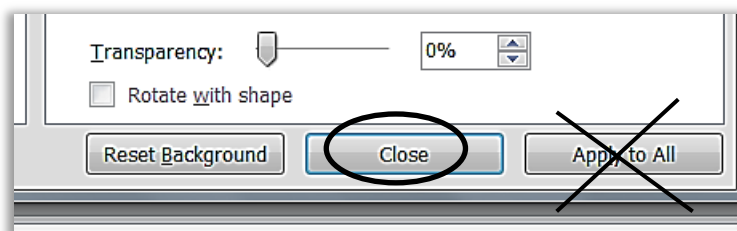
The picture will be inserted as the background of the slide, fitting perfectly without further adjustment. BUT if the picture is the wrong shape it will automatically be cropped (rather than stretched) and you need to make sure the important part is visible.



Uncheck the 'Tile Picture as texture' box.

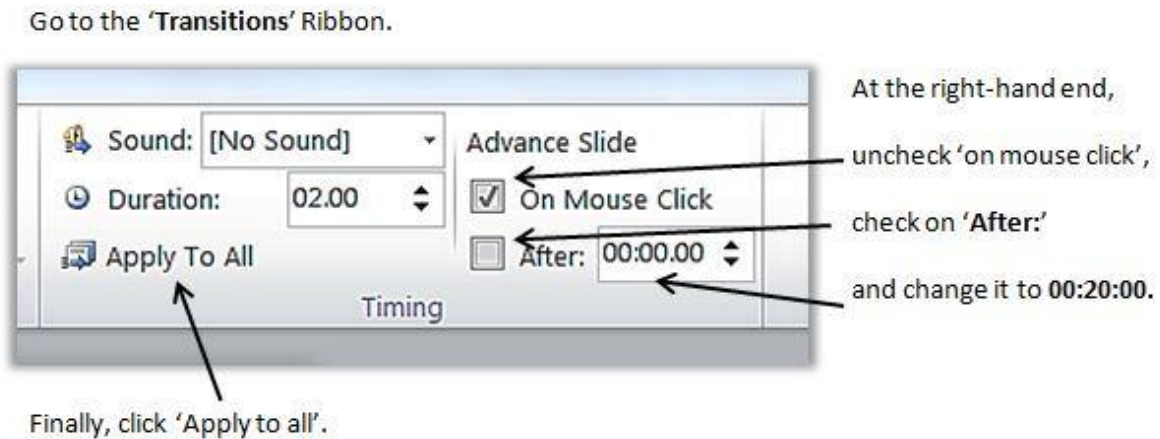
IMPORTANT

In *this* situation, make sure not to click on the "apply to all" button at the bottom. Click 'Close'.



5. Setting the Timing

This is the important part of your Pecha Kucha presentation.



6. Your Title Slide

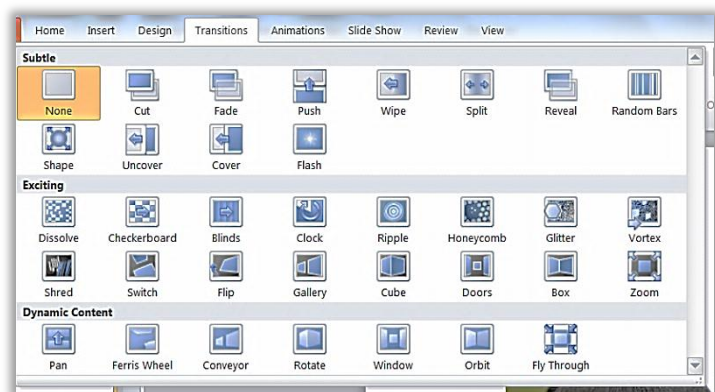
We don't want your title slide to be only visible for 20 seconds, in case there is some kind of delay, so you need to change the timing setting just for that one slide.

Now go back to your title slide, open the 'Transitions' ribbon and re-check 'on mouse click', and uncheck the 'After' option.

When you give your presentation the title slide should stay in place until you are ready to start your talk.

7. Transition Options

You might also like to choose one/some interesting transitions between your slides, although this is not essential to you Pecha Kucha presentation and you need to consider whether or not it will simply be a distraction.



8. Notes

Under your slide you will notice a space with the words 'click to add notes'. Type here the exact words that you will say.



Try saying the words and timing them. Depending on how fast you speak, it will probably be about four sentences, two or three lines of typing.

Learn your sentences. Remember, you will not be able to see the notes during the presentation. Practise.