Module 12 - Preparing for Delivery and Using a Slide Presentation

Genearl Notes

Chapter Overview

- Create custom theme and background colors
- Add interest with animation and video
- Rehearse a presentation and prepare for a widescreen display
- Practice slide show delivery features
- Prepare a self-running presentation and package a presentation to a folder

Customizing Theme and Background Colors

- To create new theme colors customized for your topic:
  - Open the "Design" tab
  - Click "Colors"
  - Select "Create New Theme Colors"
  - Customize colors to match your topic
- To add custom background colors:
  - Open the "Design" tab
  - Click "Background Styles"

- Select "Format Background"
  - Choose a fill color or image for the background

Adding Animation and Video

- To add animation:
  - Select the slide object you want to animate
  - Open the "Animations" tab
  - Select an animation from the options provided
- To add a video:
  - Click on the slide where you want to add the video
  - Open the "Insert" tab
  - Click "Video"
  - Select "Online Video" or "Video on My PC"
  - Follow the prompts to insert and format the video

Rehearsing a Presentation

- Use PowerPoint's rehearsal features to help you perfect your delivery timing and techniques
- To rehearse a presentation:
  - Open the "Slide Show" tab
  - Click "Rehearse Timings"
  - Practice delivering the presentation while PowerPoint records the time for each slide
- To set up a widescreen display:
  - Open the "Design" tab
  - Click "Slide Size"
  - Select "Widescreen (16:9)"

Practicing Slide Show Delivery Features

- Use the "Slide Show" tab to practice slide show delivery features, such as:
  - Starting the presentation from the beginning or a specific slide
  - Navigating through the presentation using the arrow keys or space bar
  - Using the pen and highlighter tools to draw attention to specific areas of a slide

Preparing a Self-Running Presentation

- Use PowerPoint's "Slide Show" tab to prepare a self-running presentation
- To set up a self-running presentation:
    - Open the "Slide Show" tab
    - Click "Set Up Slide Show"
    - Select "Presented by a speaker (full screen)"
    - Check the box for "Loop continuously until 'Esc'"
- To package a presentation to a folder:
    - Open the "File" tab
    - Click "Export"
    - Select "Package Presentation for CD"

Conclusion

- PowerPoint's features allow you to customize and enhance your presentations for maximum impact and effectiveness. From creating custom themes and animations to rehearsing your presentation and preparing it for self-running or sharing, PowerPoint has everything you need to deliver a polished and professional presentation.

SLO 3.1 - Creating Custom Theme Colors and Background Fills

Importance of Themes

- Themes create a unified appearance for your presentation
- Effective use of themes presents information on a topic as a cohesive package
- Matching specific colors in a company logo or a school's college colors is possible with themes

Custom Theme Colors

- PowerPoint automatically applies theme colors to various graphics
- Selected theme colors are arranged across the top of the Theme Colors gallery
- Various percentages of each color appear below the top row colors

- Accent colors appear from left to right in both the Shape Styles gallery and the Table Styles gallery
- Creating custom theme colors boosts productivity
- Custom colors are available to use again in another presentation
- Design tab can be used to quickly select built-in theme colors
- Creating custom themes with specific colors may be more appropriate for certain topics

Creating New Theme Colors

1. Start a new presentation using a design theme or open an existing presentation.
2. Click the More button [Design tab, Variants group].
3. Select Colors to open the list of built-in theme colors.
4. Select Customize Colors to open the Create New Theme Colors dialog box.
5. Change individual colors as needed to create your custom theme.
6. Click a Color button to open the Theme Colors gallery of preset Theme Colors.
7. Select a different theme color or click More Colors to open the Colors dialog box.
8. Click the Standard or Custom tab, choose a color, and click OK.
9. Repeat for each of the colors you want to change.
10. Name the new custom theme.
11. Click the Save button.
12. The new custom theme is automatically applied.
13. The name will appear in the Custom section of your list of available theme colors so you can use it again.

Background Fills

- Pattern, gradient, and picture fills can be applied to slide backgrounds
- Issues to keep in mind when applying these fills to slide backgrounds:
  - Consider colors that contrast well with the text
  - Avoid using too many graphics that may detract from the content

Additional Tips

- Colors influence the tone or mood of your presentation
- Be respectful of cultural differences when choosing colors

- People assign meaning to colors based on their cultural background and life experiences
- Online resources are available to examine the concept of color meaning, color symbolism, or the psychology of color

Changing Background Colors

- When you change background colors, text colors do not change, and the position of placeholders or the graphic shapes that appear on design themes do not change.
- Choose colors and creative effects for backgrounds carefully, as they will fill the entire slide area behind everything else you design on a slide.
- If you apply them to all slides, you should examine your changes at full screen size to be sure you are satisfied with the results.
- If a theme or template has graphic shapes included in its design, then a solid color background fill is a good choice. Select a color that has a strong contrast from the color used for text (light on dark or dark on light).

Formatting Background with Pattern and Gradient Fills

Pattern Fills

- Two colors (the Foreground and the Background) create pattern fills. Two similar colors create a subtle pattern, while two contrasting colors create a more obvious pattern.
- To add a pattern fill, point to and right-click the slide background to open the context menu, click Format Background to open the Format Background pane, select the Pattern fill option, choose an appropriate Foreground Color and Background Color, choose one of the patterns, and click Apply to All to apply this change to the entire presentation.
- You can reset the background's original design by clicking the Reset Background button.

Gradient Fills

- Preset gradient colors are based on theme colors.

- To add a gradient fill, point to the slide background that you want to change and right-click to open the context menu, click Format Background to open the Format Background pane, select the Gradient fill option, click the Preset gradients button and select a color from the gallery of options, choose the Type of gradient that controls how the colors blend, and then choose the Direction of color change.
- You can change colors by selecting a gradient stop and clicking the Color button. Choose a different color, or adjust brightness and transparency as needed.
- You can add or remove gradient stops and change percentages for each stop position to precisely adjust the positions.
- You can reset the background's original design by clicking the Reset Background button.

Formatting Background with Picture and Texture Fills

Picture Fills

- Pictures help you tell your story, communicate without words, and convey emotions that are difficult to express in words.
- To add a picture fill, point to and right-click the slide background to open the context menu, click Format Background to open the Format Background pane, select the Picture or texture fill option, and choose one of the buttons to select and insert a picture.
- You can soften the picture colors so text and other objects on the slide are easy to see by increasing the transparency percentage on the Format Background pane or changing the saturation levels or accent colors for a monochromatic effect.
- You can also use a picture multiple times in a small size to fill the background.

Texture Fills

- Textures can use many colors or show a lot of detail, and it is generally best to tile them because the effect is more pleasing.

- If the textures are too bold or blurred when stretched to fill a slide, you can adjust the Tiling Options and reduce the Scale percentage to display each image in a smaller size. Offset points control how much the tiled images are indented from the left and top.
- Textures available on the Format Background pane are small images.

SLO 3.2 - Applying Animation

Animation

- Movement of objects on a slide.
- Creates a dynamic presentation.
- Can help audience focus on concepts.
- Observe creative animation techniques from movies and TV commercials.
- Select movements that enhance content and support message.
- Use animation sparingly to avoid distracting audience.
- Consider transitions (movement between slides) when planning movement.

Types of Animation Effects

- **Entrance**: Movement that occurs when an object appears on the slide (green).
- **Emphasis**: Movement or color change that calls attention to an object that remains on the slide (yellow).
- **Exit**: Movement that occurs when an object leaves the slide (red).
- **Motion Path**: Predefined movements or one a user draws to make an animated object move in a specific direction.

Note: Certain effects are for text only. When animating objects, those effects are gray in the gallery and are not available.

Applying Effects

- Select an animated object and click the **Animation Painter** button to copy those settings.
- Click a second object to apply the same animation settings to that object.

Effect Options, Timing, and Duration

- Each animation has ***Effect Options*** that control the direction of movement.
- Viewers cannot read text until it stops moving, so be careful when applying animation to text.
- Adjust animation **Timing** using the following commands:
  - **Start**: When the *On Click* option is selected, the speaker controls when animation begins by clicking at an appropriate time. The *With Previous* or *After Previous* options cause the animation to occur automatically.
  - **Duration**: By default, the time to complete each animation ranges from .50 to 2.00 seconds depending on the movement. Increasing the duration seconds extends the time an object is moving so the movement appears slower.
  - **Delay**: The default setting is no delay, but enter seconds to start the animation after a specified time.
  - **Reorder Animation**: When multiple objects are animated, click **Move Earlier** or **Move Later** to adjust the sequence of animation.
- Check animation numbers to be sure the sequencing is appropriate. Each number represents the click on which the animation occurs.
- Timing animation enables automatic revealing of each object without clicking to advance.

Conclusion

- Animation is a powerful tool that can add dynamism to a presentation and help focus the audience's attention.
- Use animation sparingly and thoughtfully to avoid distracting viewers.
- Take into account the context and content of the presentation when selecting animation effects, and always consider the timing and duration of the animations.

SLO 3.3 - Using an Online Video

Using an Online Video

- In PowerPoint, you can insert an online video from YouTube, SlideShare, Vimeo, or Microsoft Stream.
- Be aware of the website's privacy policies and terms of use.

Link to an Online Video

- To link a video, copy the URL of the video and paste it into PowerPoint.
- An image of the video appears in PowerPoint, but only the link to that site is saved within your presentation.
- Therefore, you must have Internet access during your presentation to play the video.
- The video plays directly from its website using the website's controls for how it plays.
- Most PowerPoint playback features are not available for online videos, but you can change the video's size and apply styles.

HOW TO: Link a Presentation to an Online Video

1. Open your web browser and go to the site where the video you want to insert is located.
2. Copy the URL of the video using one of these methods:
   - Copy the URL from the website address bar.
   - Copy the URL by clicking the Share button below the video to open the Share dialog box.
3. Open PowerPoint and select the slide where you want to show the video.
4. Click the Insert tab.
5. Click the Video button [Media group].
6. Select Online Video to open the Online Video dialog box.
7. Press Ctrl+V to paste the URL in the text box.
8. Click Insert and the video appears on your slide.
9. Add the appropriate source information as needed below the video.

Format a Video

- Change the size of an online video on your slide while maintaining the correct aspect ratio.
- Drag the video object to reposition it on the slide just as you would a picture or shape.
- Styles can enhance the video's appearance.

HOW TO: Resize an Online Video

1. Select the video object on your slide.
2. Change the video size by dragging handles or entering specific Height and Width measurements [Video Format tab, Size group].
3. Change the video size and maintain dimensions using the Format Video pane.
4. Reposition the video object as needed.

HOW TO: Apply a Video Style

1. Select the video object.
2. Click the More button [Video Format tab, Video Styles group].
3. Click a Style to apply it.
4. Customize the style by clicking one of these buttons [Video Format tab, Video Styles group] and selecting an appropriate option:
    - Video Shape: Display the video in any shape from the Shapes gallery.
    - Video Border: Change the color or outline weight.
    - Video Effects: Apply an effect. Shadow, Glow, or Reflection seem to work best.

Play a Video

- To play an online video in PowerPoint, the computer used to display your presentation must have Internet access.
- The clarity you see in playback depends on the resolution of the original video and how it was compressed for online distribution.
- With more pixels, the image quality is better.
- Be careful when increasing the size of a video object on your slide to avoid reducing image quality.
- Test how the video plays before you use it in your presentation.

HOW TO: Play an Online Video

1. Play the video in Normal view using one of the following methods.
   - Click the Play button [Playback tab, Preview group] or double-click the video to activate it.
   - Click the Play button at the center of the video to play it.
   - A timeline will appear below the video with playback controls to play, pause, mute, and access other options.
2. Play the video in Slide Show view.
   - Select the slide with the video and click the Slide Show button [Status bar] to start your slide show on the current slide.
   - Click the Play button in the middle of the video.
   - Click the Play Full Screen button on the video timeline to expand the video to fill your computer's screen.
   - Not all videos enable this feature.
   - Press Esc twice to stop the slide show and return to Normal view.
3. Set the video to play at full screen size in Slide Show view.
   - Select Play Full Screen [Playback tab, Video Options group].
   - This option will be grayed out if the video cannot be played at full-screen size.
4. Set the video to start automatically and test it in Slide Show view.
   - Click the Start list box [Playback tab, Video Options group] and select Automatically.
   - For certain videos, this may be the only option and it causes the video to be activated on the slide in Slide Show view.
   - Click the Slide Show tab and the From Beginning button [Start Slide Show group].
   - Advance to the slide with the video to test that it begins playing automatically.
   - If it does not, click the Play button in the middle of the video.
   - Move your pointer so it does not appear on the video while it is playing.
5. Notice the clarity of the video as you play it.
   - If you resized the video and the quality is degraded, click the Reset Design drop-down arrow [Video Format tab, Adjust group] and click Reset Design & Size to restore the video to its original dimension.
6. Obtain permission before linking to a video for business use.
   - Videos are copyrighted by the creator.

- You need permission before you link to, display, or distribute video that is copyrighted.
- Obtaining permission is time-consuming and can be expensive.
- If the creator does not give you permission, you must find another video and start the process again.

HOW TO: Obtain Permission to Use an Online Video

1. Go to the website where the video is posted and identify the username of the creator.
2. Click a link to go to more profile information or another website.
3. Look for terms of use and find contact information.
4. Send an email message explaining the following:
   - How you want to use the video
   - What portion of the video you will use
   - When you will use the video
   - How you will show credits on the slide where the video is displayed
   - Your contact information for the creator's response.
5. With the dynamic nature of the web, a video you find may be available for only a limited time.
   - You may need to request a high-resolution copy of the video and the creator may charge you for this service.

Additional Information

- It is important to remember that linking to a video for classroom purposes falls under the guidelines of fair use for education and crediting the source may be sufficient.
- The Copyright Act of 1976 is the primary basis of copyright law in the United States.
- It specifies fair use that permits limited use for such purposes as research, teaching, and scholarship.
- The Digital Millennium Copyright Act of 1998 addresses issues of online copyright infringement.

Conclusion

In conclusion, inserting online videos can enhance your PowerPoint presentations and add another dimension to your message.

However, it is important to be aware of copyright laws and obtain permission before using a video for business purposes.

To link a presentation to an online video, copy the video's URL and paste it into PowerPoint.

Then, format the video, reposition it on the slide, and apply styles to enhance its appearance.

Finally, test the video to ensure it plays correctly and obtain permission before using it for business purposes.

SLO 3.4 - Using Rehearsal Techniques

Using Rehearsal Techniques

- Practicing presentation delivery ensures that each slide's information supports what you are saying.
- Rehearsal builds confidence and helps to reduce nervousness.

Speaker Notes

- Speaker notes help you remember what you need to say in your presentation.
- Speaker notes should not be written as a script.
- Write notes as personal reminders, such as items to emphasize or terminology to define.
- Plan for smooth and logical transitions between topics.
- Having speaker notes available during a presentation can be comforting.

How to Use Notes Page View

- Click the Notes Page button [View tab, Presentation Views group] to show the slide at the top of a page with a large text box below.
- Type your notes in the text box.

- Increase the font size before printing to make notes easier to see on a lectern or podium.
- Omit the Frame Slides option for Notes Pages.
- Printed handouts with handwritten reminders can work well for speaker notes.

How to Print Notes Pages

- Click the File tab and click Print.
- Choose Notes Pages for Print Layout and check Scale to Fit Paper to make the slide images larger.
- Omit the Frame Slides option for Notes Pages.
- Click the Print button.

Rehearse Timings

- PowerPoint's Rehearse Timings feature makes it easy to judge the pace of your presentation.
- Practice what you will say while each slide displays.
- Use printed notes pages while practicing.
- The time spent on each slide is recorded as you move through the presentation.
- The times appear below each slide in Slide Sorter view.

How to Rehearse Timings

- Click the Rehearse Timings button [Slide Show tab, Set Up group] to start the slide show.
- A Recording dialog box appears in the upper-left corner. It shows the time each slide displays and the total elapsed time.
- Click the Next Slide button (or press the spacebar) to advance.
- Click the Pause or Repeat buttons as needed.
- Click Yes when asked at the end of the presentation if you want to save your timings.
- Click the Slide Sorter button [Status bar] to see the timings, in seconds, displayed below each slide.
- Stand to replicate more closely the experience you will have when speaking to your audience.

Set Timings Manually

- You can enter all timings manually, but it is quicker to rehearse the presentation, save the timings, and adjust the time as needed for individual slides.
- Save the timings to automate the presentation if it is self-running.
- If you are presenting to an audience, do not use the timings so you control when the slides advance.

How to Modify Timings

- Click the Normal View button [View tab, Presentation Views group], if you are in another view.
- Click the Transitions tab and be sure the After option is selected [Transitions tab, Timing group].
- Change the number of seconds for each slide, as needed, to increase or decrease the amount of time the slide displays.
- Deselect the On Mouse Click option if you want the slides to advance automatically.
- Present your slide show without using the saved timings by deselecting the Use Timings option [Slide Show tab, Set Up group].
- Remove timings by clicking the Record Slide Show button [Slide Show tab, Set Up group], select Clear, and then select Clear Timing on Current Slide or Clear Timings on All Slides.

Rehearse with Presenter Coach

- Presenter Coach helps you become a better speaker by providing feedback on your delivery.
- It uses artificial intelligence to identify issues that need improvement as you rehearse a presentation.
- Presenter Coach identifies issues such as reading from slides, using repetitive language, talking too fast, or saying filler words such as "uhm."
- It offers solutions for improvement and compliments the speaking characteristics that you do well.
- You need a microphone or a microphone-enabled device and an Internet connection to use this feature.

- Presenter Coach is available to Microsoft 365 subscribers running the Current Channel Version.

How to Use Presenter Coach

- Open a presentation to rehearse.
- Click the Rehearse with Coach button [Slide Show tab, Rehearse group].
- Click Start Rehearsing.
- Begin your presentation and discuss content as you would in a "live" delivery to an audience.
- During the rehearsal, you will receive real-time prompts.
- Press Esc to exit the slide show.
- Review the Rehearsal Report that automatically appears.
- After considering the issues that Presenter Coach identified, include reminders in your Notes Pages.
- Rehearse the presentation again and try to improve your results.

Prepare for Mishaps

- Be sure to have backup copies of your presentation in case you experience equipment failure and need to switch to a different computer.
- In a worst-case situation, where both your computer and projector have malfunctioned, present using your handouts to support what you say.
- Experienced presenters encounter such problems during their careers.

SLO 3.5 - Controlling Display Options

Controlling Display Options

- PowerPoint 365 and 2021 default size is Widescreen, whereas the default size before PowerPoint 2013 was Standard.
- Slide show designed in the 16:9 aspect ratio (the ratio of width to height) fills the screen to take advantage of this wide horizontal space.
- Slide show designed in the 4:3 aspect ratio displayed on a widescreen will be positioned in the center of the screen with black areas on both sides.
- Standard (4:3) and Widescreen (16:9) slide sizes are available on the Design tab in the Customize group.

HOW TO: Change the Slide Size

1. Click the Design tab.
2. Click the Slide Size button [Customize group], and then click either Standard (4:3) or Widescreen (16:9) to select a different size.
3. A dialog box opens showing how your slide content will be affected.
4. Select either Maximize or Ensure Fit for the best scaling option.
5. Click Custom Slide Size to open the Slide Size dialog box.
6. Sizes for printing and four sizes for on-screen viewing are available (Figure 3-45).
7. Choose from the following:
   - On-screen Show (4:3): 10" × 7.5" (Standard)
   - On-screen Show (16:9): 10" × 5.625"
   - On-screen Show (16:10): 10" × 6.25"
   - Widescreen: 13.333" × 7.5" (default 16:9)
8. Click OK. If necessary, select either Maximize or Ensure Fit.

Real-time Captions and Subtitles

- PowerPoint's Subtitles feature creates captions in real-time and displayed as captions with your slides.
- Helpful so people with hearing impairments can read them or for anyone when audio conditions are less than ideal.
- Your words can also be translated and displayed as captions in a different language.
- To use Subtitles, you must have a reliable Internet connection during the presentation since words are transcribed and translated as you speak.
- Voice input is fully supported in 8 languages while 15 others are available in a "Preview" status with lower accuracy.
- On-screen text output is supported in more than 60 languages.

HOW TO: Use Subtitles

1. Open a presentation to present.
2. Click the Always Use Subtitles check box [Slide Show tab, Captions & Subtitles group].
3. Click the Subtitle Settings drop-down arrow (Figure 3-46) and choose the settings.

4. Choose the Spoken Language.

5. Choose the Subtitle Language for the displayed captions.

6. Choose the microphone that the computer will use to record.

7. Select the position for the Subtitles to display from options of Bottom (Overlaid), Top (Overlaid), Below Slide, or Above Slide.

8. Select More Settings (Windows) to modify fonts, backgrounds, and more for the captions.

9. Begin your presentation and discuss content as you would in a "live" delivery to an audience.

Presenter View

- Presenter View enables you to display your presentation on the screens of two or more monitors.

- Using Presenter View while speaking is helpful.

- The primary monitor shows your view of the presentation and includes the displayed slide, the navigation tools, the next slide, and an area for notes.

- The second monitor (or projector) displays the full-size slide show for your audience.

HOW TO: Use Presenter View

- View your notes for the current slide while displaying the full-size slide show for your audience.

- Use pen and laser pointer tools to emphasize points on your slide.

- Display slide thumbnails to jump to specific slides.

- Magnify areas of your slide to show detail.

- Temporarily hide your current slide to display a blank screen.

- Enable automatic subtitle text for accessibility.

- Exit the slide show by pressing Esc or clicking End Slide Show.

SLO 3.6 - Presenting Using Projection Equipment

Presenting Using Projection Equipment

- Ideal location for a speaker is to the left of the projection screen.

- Be flexible when you cannot control the speaker area.
- Keep cables and cords away from the area where you and audience members walk or tape cords to the floor for safety.

Position Equipment

- Verify that your devices will connect to the projector or television before your scheduled presentation time.
- In presentation rooms, you may need to place your computer on a table.
- Be careful that the podium does not create a barrier between you and the audience.
- Move away from the podium when possible.

Navigate in a Slide Show

- Methods to advance, to go to specific slides, or to end a slide show.
- During a presentation, blank the screen by pressing B on your keyboard to display an empty black screen or W to display an empty white screen.
- Hide a slide when you have information that is not essential to your presentation.
- Keyboard shortcuts are convenient if you have easy access to your keyboard while speaking.

Remote Control and Laser Pointer

- Remote control devices come in many styles from small clickers to clickers that resemble pens with USB storage.
- Remote controls may have a built-in laser pointer or purchase a separate pointing device.
- A dot on the screen directs audience attention to a particular location.

How to: Change Laser Pointer Color

- Click the Set Up Slide Show button to open the Set Up Show dialog box.
- Click the Laser pointer color list box arrow and select red, green, or blue.
- Click OK.

SLO 3.7 - Drawing on Slides During a Presentation

Drawing on Slides During a Presentation

- Call attention to information during a presentation by writing or drawing on slides with the Pen in Slide Show view.
- The pen tool works differently than the pen tools available on the Draw tab that can be used in Normal view while developing the presentation.
- Consider the context of the tool as you explore its use.

Using the Pen Tool

- Controlling the pen to write with a hand-held mouse can be awkward.
- Using a finger, a stylus, or digital pen to draw on a touch screen is more natural.
- You can record audience feedback and make simple drawings to emphasize or show connections.
- The default pen color is red, but it can be changed to another color for better contrast with the slide background.
- Select different options using a context menu or from a button in the control area on the lower left of the slide.
- Pen tools are available in Presenter View, and options can be controlled with keyboard shortcuts.

How to Use the Pen Tool

1. Start a slide show and go to the slide you want to annotate.
2. Select the Pen using one of the following methods:
   - Click the Pen button in the control area on the lower left to open the context menu. Select an option.
   - Right-click anywhere on the slide to open the context menu and select Pointer Options. Select an option.
3. Begin writing or drawing on one or more slides.
4. To remove markings, right-click, select Pointer Options from the context menu, and select Eraser. With the Eraser, click markings to delete each continuous pen stroke.

5. To change ink color, right-click, select Pointer Options from the context menu, and select the Ink Color option. Select a different color.
6. Click Keep at the end of a presentation to save ink annotations. The markings are saved as lines that you can edit.

Using the Highlighter

- To add a color overlay on slide text, use the Highlighter just as you would mark text to highlight information on paper.
- These notes or drawings are called ink annotations.
- Use the Eraser to remove annotations.

Ink Markup Shortcuts

- During a slide show, pen tools can be controlled with keyboard shortcuts.
- Table 3-6 lists the ink markup shortcuts.

Table 3-6: Ink Markup Shortcuts

This table shows keys to press for 4 shortcuts used during a slide show to mark up a slide.

Press	Action
Ctrl+P	Changes the pointer to a pen.
Ctrl+A	Changes the pointer to an arrow.
Ctrl+E	Changes the pointer to an eraser.
Ctrl+M	Shows or hides ink markup.

SLO 3.8 - Preparing a Self-Running Presentation

- A self-running slide show, also known as a kiosk presentation, runs continuously without someone being present to advance the slides.

- It works well for trade shows or open house events where people walk up to a computer screen and watch the slide show.
- Self-running presentations can be used for marketing products to customers or to educate patients in medical office waiting rooms.
- You can record narration to accompany the slides or create a slide show to loop so it cycles continuously from beginning to end and automatically repeats.

Record a Slide Show with Narration

- Computer must have a microphone, sound card, and speakers to record voice narration.
- You can record yourself speaking with a camera.
- It helps you practice what you will say during a presentation and evaluates your vocal qualities.
- Use notes pages or other resources as references.
- While narrating, PowerPoint records your use of the pen, highlighter, or eraser.
- You can stop and listen to your recording, and if you're not satisfied, re-record over the first version.
- Audio and ink annotations are removed when you begin a new recording.

HOW TO: Record Narration

1. Click the Slide Show tab.
2. Open the Recording window using one of these methods:
   - Click the top of the Record Slide Show button [Set Up group] to start recording on the current slide.
   - Click the Record Slide Show drop-down arrow [Set Up group] and then select Record from Current Slide or Record from Beginning.
3. The Recording window is similar to Presenter View.
4. Review the features of the Recording window:
   - Record: Click (or press R) to begin recording after a 3-second countdown.
   - Stop: Click (or press S) to stop recording.
   - Replay: Click (or press V) to playback your recording.
   - Notes: Click to display notes at the top of the screen while you are speaking. You can increase or decrease the font size.

- Clear: Select an option to remove existing recordings from the current slide or from all slides.
- Settings: Select your microphone or camera.
- Navigation: Click the left button to go to the previous slide; click the right button to go to the next slide.
- Timing: Shows elapsed seconds as you move through your slides.
- Inking tools: Select the Eraser, Pen, or Highlighter and then click to select a color.
- On/Off controls: Click to control your microphone and camera as well as the preview of the camera.

5. Click the Record button.
6. After the 3-second countdown, recording begins.
7. Speak clearly into your microphone as each slide displays.
8. Narration and slide timings are automatically saved for each slide.
9. Click the Stop button and then click Replay to review the recorded audio before advancing to the next slide.
10. Replace a recording by clicking the Record button again.
11. At the end of the slide show, click to exit.
12. Review your presentation in Slide Show view and listen to your narration.
13. Save your presentation.

ANOTHER WAY

- The Record Slide Show button is also available on the Recording tab and has the same options.
- Use PowerPoint Options to add the Recording tab to your Ribbon.
- The audio (and video if a camera is used) is embedded on each slide and, therefore, synchronized with timings for how long each slide displays in the presentation.
- Review your presentation in Slide Show view.
- Press Esc if you need to end the slide show before reaching the last slide.
- Edit your recordings if necessary.
- You can re-record individual slides within the presentation or change sequencing.
- You may notice unnecessary audio at the end of a recording. When that happens, reduce the After seconds [Transitions tab, Timing group] to "trim" seconds so

the recording is automatically interrupted as you transition to the next slide.

- Remove a single narration by deleting the slide audio or web cam icon or clear timing and narration on all slides.

- Once your presentation is complete, save your narrated slide show to a CD, a flash drive, or share it online as a presentation or even a video.

Clear Timings or Narration

1. Click the Slide Show tab.
2. Click the Record Slide Show drop-down arrow [Set Up group] and then select Clear.
3. Select from these options:
   - Clear Timing on Current Slide
   - Clear Timing on All Slides
   - Clear Narration on Current Slide
   - Clear Narration on All Slides.
4. To display a narrated slide show without narration or timings, deselect Play Narrations and Use Timings [Slide Show tab, Set Up group].
5. You can also make this change when you set up a show. Click the Set Up Show button [Slide Show tab, Set Up group], and select Show without narration under Show Options and Manually under Advance Slides.

Set Up a Kiosk Presentation with Looping

- Depending on how you plan to use a kiosk presentation, it may need different design guidelines than a slide show that is projected by a presenter.

- While other presentations provide minimal text because slides support the speaker's message, a kiosk presentation may contain more information because it is a stand-alone product.

- If your kiosk presentation is displayed in a public place with distractions, use splashy graphics to grab attention.

- On the other hand, if your kiosk presentation is for educational purposes in a quiet setting such as a doctor's office, the slides might be designed more like pages in a book with smaller text and more detailed information.

HOW TO: Set Up a Kiosk Presentation

1. Click the Slide Show tab.
2. Click the Set Up Slide Show button [Set Up group] to open the Set Up Show dialog box.
3. Choose the following settings:
   - Show type: Browsed at a kiosk (full screen).
   - Show options: Loop continuously until 'Esc' is automatically selected and grayed out because you chose a kiosk.
   - Show slides: All or enter the first and last slide numbers you want to display.
   - Advance slides: Use timings, if present is automatically selected for a kiosk.
   - Slide show monitor: If you are using more than one monitor, select the appropriate monitor for the slide show.
   - Resolution: Use Current Resolution or the highest resolution possible for your equipment.
   - Use Presenter View is not available for a kiosk presentation.
4. Click OK.
5. Save the presentation with these changes.

Conclusion

In summary, PowerPoint allows you to prepare and deliver self-running presentations that can be used for a variety of purposes, such as marketing products, educating patients in medical offices, or displaying information in public places. You can record voice narration for your presentation and loop it so it cycles continuously from beginning to end and automatically repeats. Additionally, you can set up a kiosk presentation with looping, different design guidelines, and resolutions. By following the steps and guidelines presented in this chapter, you can create effective and engaging self-running presentations.

Packaging and Exporting PowerPoint Presentations

Packaging a Presentation for External Storage

- **Definition**: The Package Presentation for CD feature enables exporting of the presentation file and any linked files to an external storage device to display it with a different computer or to create a backup copy.
- **Export Locations**: You can export the presentation to a blank CD (CD-R, recordable or CD-RW, rewritable) or to a folder on your computer, network location, or removable drive.

How to Save a Presentation to a CD or Folder

1. Open the presentation that you will export for external storage.
2. Insert a CD in your CD/DVD drive if you are saving to that location.
3. Click the File tab and select Export.
4. Select "Package Presentation for CD".
5. Click the "Package for CD" button to open the Package for CD dialog box.
6. Type a name for the CD or folder where you are saving the presentation.
7. Click the "Options" button to open the Options dialog box and choose from the following options:
   - Linked Files: Preserves links and copies any external files such as audio or video files.
   - Embedded TrueType fonts: Assures that the fonts used in your presentation are available on the playback computer.
   - Password: Enhances security for opening or modifying a presentation.
   - Inspect: Checks for inappropriate or private information.
8. Click "OK".
9. Save the presentation using one of the following methods:
   - Click the "Copy to CD" button and click "Yes" to verify that you want to include linked files. Click "No" when the packaging process is complete to indicate that you don't need to make another copy.
   - Click the "Copy to Folder" button to open the Copy to Folder dialog box. The name you entered will appear. Browse for the location to save the presentation. Select the option to "Open folder when complete" if you want

to see all the files that are copied. Click "OK" and click "Yes" to verify that you want to include linked files.
10. Click "Close".
11. Test the presentation by loading it from the folder or from the CD.

Additional Information

- If the file size requirements exceed the storage capacity of a CD, save your presentation to a folder on your computer or flash drive.
- You could also convert your slide show to a video and then use DVD burning software to save the files to a DVD.
- PowerPoint does not support direct burning to DVDs.

Chapter Summary

- **3.1** Create custom theme colors and background fills.
  - Design themes create a unified appearance for your presentation.
  - The *Accent 1* theme color is the color that appears, by default, each time you draw a shape.
  - Create custom theme colors by selecting different colors for background, text, and accent colors. Select the background color first and then select other colors that work well on that background.
  - Modify backgrounds using the ***Format Background*** dialog box to apply a custom pattern, gradient, or picture fill.
  - Carefully control how text is placed over background pictures and other fills so text is easy to read.
- **3.2** Apply animation to add interest and reinforce content.
  - ***Animation*** adds movement to slide objects and text.
  - Apply animation through ***Entrance***, ***Emphasis***, ***Exit***, and *
    Motion Path* effects.
  - If more than one animation is used, each animation is numbered in sequence.
  - ***Effect Options*** control the direction and sequence of movement.
  - Animation ***Start*** options include ***On Click***, ***With Previous***, or ***After Previous***.
  - ***Duration*** is the time that it takes to complete an animation.

- *Delay* controls when animation starts, and *Reorder Animation* changes the animation sequence.

- **3.3** Use an online video.
  - Link to an online video using the *Insert Video* dialog box.
  - You need Internet access, and a video must currently be available online if you want to link to it during a PowerPoint presentation.
  - A video will not play effectively at full screen size if the resolution is too low.
  - Format a video by applying a style.
  - Playback controls appear at the bottom of the video.

- **3.4** Use rehearsal techniques to prepare for presentation delivery (p. P3-194).
  - Type *speaker notes* using the *Notes* pane or *Notes Page* view.
  - Print speaker notes for reference during a presentation.
  - Use *Rehearse Timings* to practice and judge the pace of your presentation.
  - Adjust timings to increase or decrease the number of seconds a slide displays.
  - Practice your presentation using *Presenter Coach* to obtain feedback on your delivery.
  - Prepare backup copies of your presentation and your notes.

- **3.5** Control display options for different screen sizes.
  - The dimensions of your slides vary based on the aspect ratio (the ratio of width to height) you use.
  - PowerPoint's default slide size has a *Widescreen* aspect ratio of (16:9).
  - Use *Subtitles* to create captions of the words you say as you are presenting. Subtitles appear in your language or another language.
  - *Presenter View* displays the current slide, next slide, notes, and navigation controls on one monitor, while the slide show displays on a second monitor or projection screen.
  - Use *Presenter View* with one monitor or multiple monitors/devices.

- **3.6** Present effectively and professionally using projection equipment (p. P3-205).
  - Use the control area in *Slide Show* view, context menu, or keyboard shortcuts to navigate to different slides in a presentation.

- To blank a slide to black, press **B**; to blank a slide to white, press *W*. Press the same letter to return to your slide.
- When you hide a slide, it is still in the presentation but will not display during a slide show unless you go to that specific slide by typing its number and pressing **Enter**.
- Use a *remote control* to advance slides, so you can move away from your computer.
- **3.7** Drawing on slides during a presentation.
  - Use the *Pen* or *Highlighter* to emphasize or show connections by writing or drawing slides in *Slide Show* view.
  - Use the *Eraser* to remove writing or drawing.
  - Writing or drawing on slides, called *ink annotations*, can be saved at the end of the presentation.
- **3.8** Prepare a self-running presentation that loops.
  - If your computer has a microphone, sound card, and speakers, you can record a slide show with narration.
  - A self-running presentation, a *kiosk presentation*, is set to automatically *loop* so it runs continuously.
  - Use the *Set Up Show* dialog box to choose options for a kiosk presentation.
- **3.9** Use the *Package Presentation for CD* feature to prepare a slide show for
display on other computers.
  - In addition to saving a presentation, links to external files can be preserved to ensure they display without error when presenting.
  - Customizable options include embedding fonts so the presentation displays correctly, adding a password for security, or inspecting for private information.