

A photograph showing a person's hands using wooden spoons to mix a green salad in a clear glass bowl. In the foreground, a white bowl filled with fresh strawberries sits on a white surface. The background shows a window with a red frame and a dark, blurred interior.

# Powerpoint Training

## Basic Needs Center

Justice  
Belonging

*Created By*  
Sara Tsai

Spring 2020



# Agenda

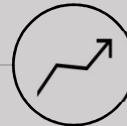
## Powerpoint Basics



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# Introduction



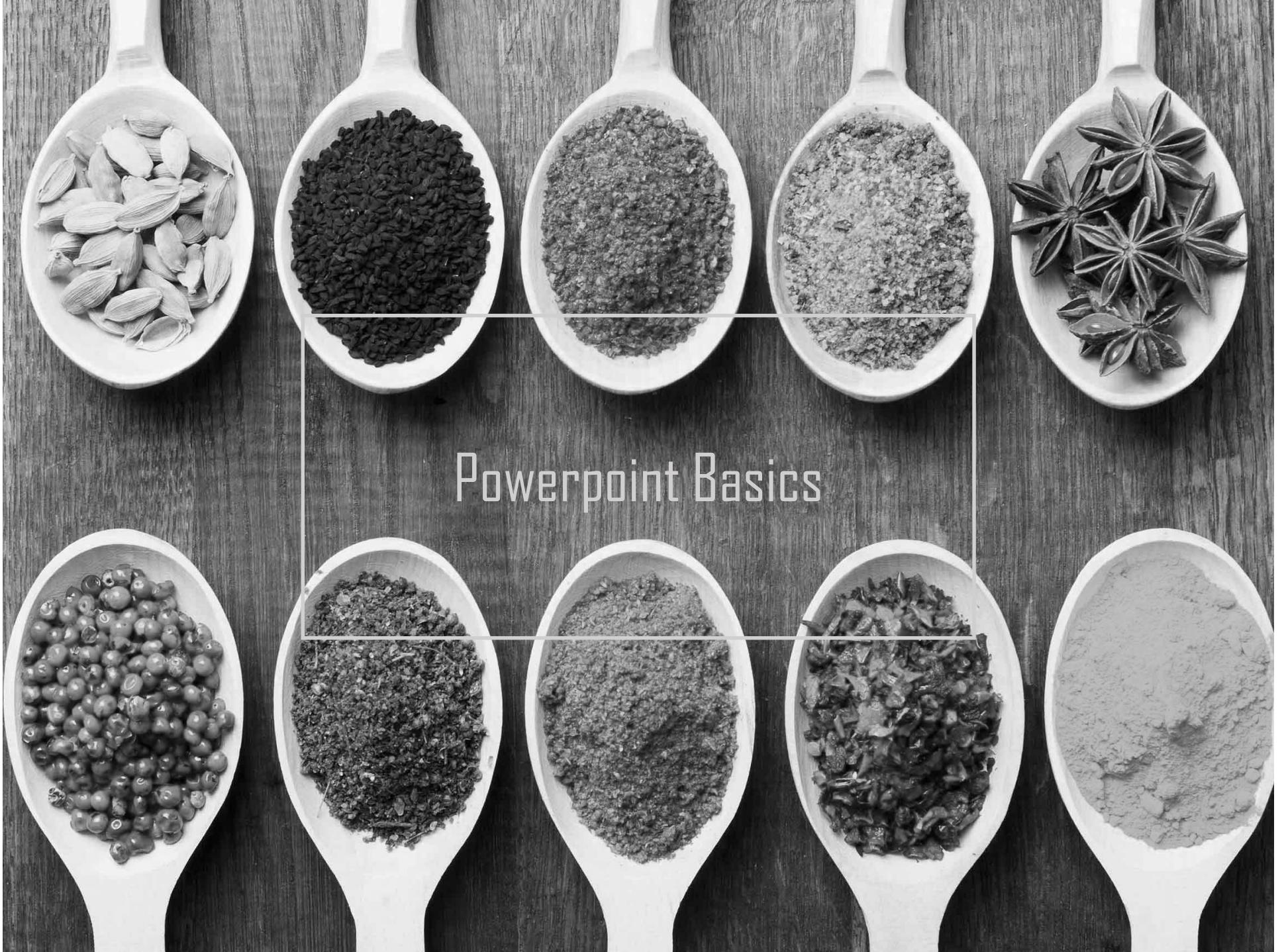
# Introduction

The purpose of the training is to develop your familiarity with Powerpoint. The final deliverable will be the only opportunity for the client to fully appreciate the hard work completed by your team, and you want to make sure that it comes across well in the deck!

After completing this training, you will be able to:

- ▶ Use Powerpoint like a pro!
- ▶ Design beautiful slides for your final deliverable
- ▶ Learn how to translate information in a visually appealing way
- ▶ Ensure flow and consistency throughout a presentation
- ▶ Have a template to use for future projects!

# Powerpoint Basics





# Basics – Principles of Design

Applying design elements into your deck can help eliminate distractions, and drive key messaging home to your audiences

## Visual Hierarchy

Visual Hierarchy arranges elements in a way that implies importance. By designing elements with a stronger contrast than others, you can influence how we perceive what we see.

## White Space

White space breaks down information presented to more digestible pieces to reduce cognitive overload and allows you to convey a more direct message.



## Alignment

Proper alignment creates a sense of structure and cohesion to keep your design balanced and presentation style professional.

## Repetition

Repetition allows you to create a unified overall design using the same elements throughout your deck. This allows the audience to easily see a definite structure and a clear progression.



# Basics - Shapes

Shapes are a great way to divide information, highlight certain sections, and add that *wow* factor. Let's get to shaping~

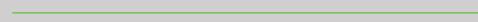
## 1 Lines

Insert → Shapes → Click on the **leftmost** line. You'll be using this for the majority of your decks

Change up the line **thickness** by clicking on the line, going to shape format → shape outline (the image of the pencil) → weight

*You can also add dots and dashes and change the color*

Thin line



thicc line



Xtra thicc line





# Basics - Shapes

Shapes are a great way to divide information, highlight certain sections, and add that *wow* factor. Let's get to shaping~

## 1 Lines

Insert → Shapes → Click on the **leftmost** line. You'll be using this for the majority of your decks

- Change the thin line to **red and dashed**
- Change the Xtra thicc line to **blue and dotted**
- **Rotate, move, and stretch** the thicc line to separate this box into two

Thin line

thicc line

Xtra thicc line

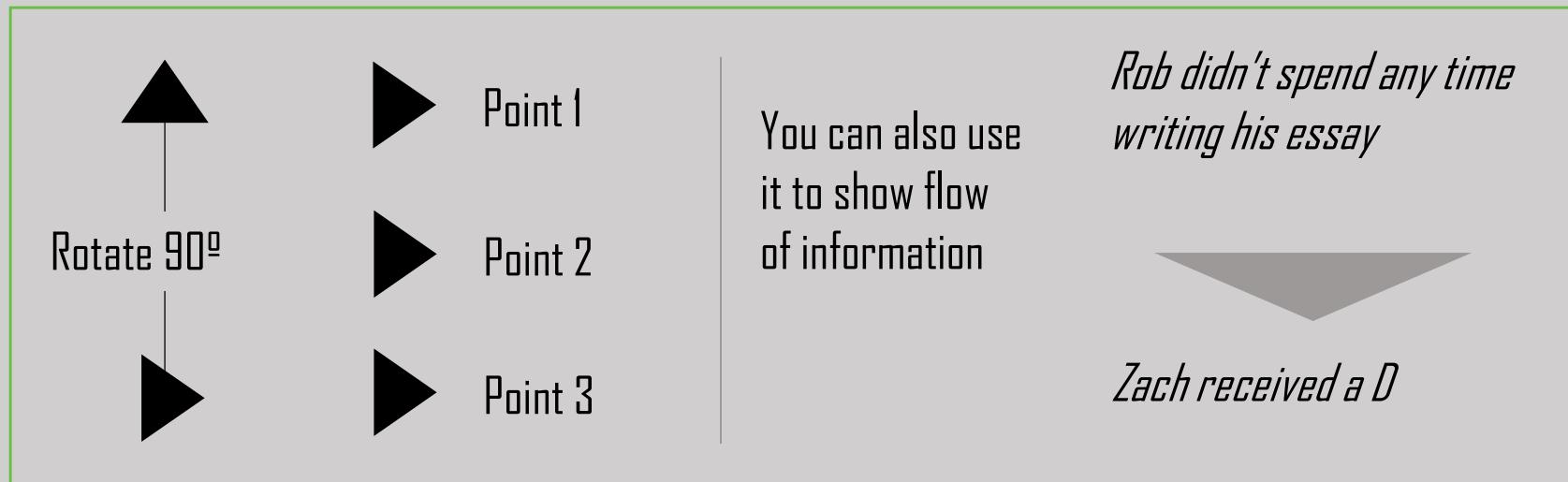


# Basics - Shapes

Shapes are a great way to divide information, highlight certain sections, and add that *wow* factor. Let's get to shaping~

## 2 Triangles

Insert → Shapes → Click on the **isosceles triangle**. This triangle is helpful for separating information





# Basics - Shapes

Shapes are a great way to divide information, highlight certain sections, and add that *wow* factor. Let's get to shaping~

## 3 Circles

Insert → Shapes → Click on the **circle**. Circles are useful for emphasizing headers



This is a simple circle, with a text box in the middle



This is a fancier circle. The inner circle is made by creating a smaller circle, going to shape format, making the shape outline thicker and white, and selecting "no fill" for shape fill.



*Add a rectangle behind the circle*

Useful  
header  
design



# Basics - Shapes

Shapes are a great way to divide information, highlight certain sections, and add that *wow* factor. Let's get to shaping~

## 4 Rectangles

Insert → Shapes → Click on the rectangle and rounded rectangle. They are useful for highlighting text sections

Example slide 1 (used 5 rectangles)

Main point of the slide

Title

Text text text text  
text text text text  
text text text text

Text text text  
text

Text text text  
text

Example slide 2

Main point of the slide

Subheading 1

- ▶ Point 1
- ▶ Point 2
- ▶ Point 3

Subheading 2

- ▶ Point 1
- ▶ Point 2
- ▶ Point 3



# Basics – Guides & More

One of the best features of Powerpoint is the wealth of guiding tools to help you ensure your shapes and texts are aligned

## 1 Dynamic Guides

View → Guides → Make sure the **dynamic guides** are on.

This ensures that whenever you are moving objects around on the slide there will be red arrows and dotted lines telling you if your object is aligned correctly

## 2 Guides

View → Guides → Make sure the **guides** are on.

This ensures that you have rulers you can move around and use to align objects

## 3 Align/Distribute

Arrange → Align or Distribute

Click on objects and use this feature to align left, center, or right, or distribute objects evenly across the slide either horizontally or vertically. **Super helpful!!!**



# Basics – Guides & More

One of the best features of Powerpoint is the wealth of guiding tools to help you ensure your shapes and texts are aligned

## 4 Grouping

Right click on objects → **Group**

“Group” together objects so that you have an easier time aligning them later!

## 5 Image Size

Click on shape → Shape format → **Shape height & width**

Check shape height & width and change the numbers accordingly! If you want the proportions to stay the same, check the **lock aspect ratio**

## 6 File Setup

Click on shape → Shape format → **Shape height & width**

Check shape height & width and change the numbers accordingly! If you want the proportions to stay the same, check the **lock aspect ratio**



Decking



# Decking

To tie a presentation together, it's important to make sure that your deck has consistent design features used throughout the slides



Icons add great visual *pop* to your slide and are super easy to use! [Flaticon.com](http://Flaticon.com) or [thenounproject.com](http://thenounproject.com) offers great choices.

*Tip: for flaticon, all you have to do is right-click and "copy image" onto the slide*



Create a **theme design** for your deck before you start. Ideally, you want to make sure your color palette is based on the client's logo

Format → Theme colors... → change the accents using hex#s

- **Hex #s** can be acquired from an image using Adobe Creative Suite or by uploading the image online onto hex color picker sites
- These colors allow you to choose from **a consistent palette** when making shapes, and you can even change an image color to one of the **accent colors**



# Decking

To tie a presentation together, it's important to make sure that your deck has consistent design features used throughout the slides



Fonts can make or break a presentation (\*cough comic sans). My go-to fonts are **Avenir** and **Helvetica Neue**

- **Starting a new deck:** at the beginning of the decking process, establish the font sizes and types for headings, subheadings, general text, and more to ensure consistency.
- It's **important** to make sure we're not using 20 different font sizes throughout the presentation!



Add **direction** to your presentation by having an **agenda** at the beginning and a **tracker** on each slide.

- Look at the tracker I've been using in this presentation (see below)
- This ensures the audience is **following and knows what to expect**
- In addition, it's good to have **separating slide** between the different sections to provide signposts



# Decking

To tie a presentation together, it's important to make sure that your deck has consistent design features used throughout the slides



Here are some final touches to your deck that can be the icing on top:

- Add a **small bar (rectangle)** on the top left corner of each slide to emphasize the title!
- Add the **BNC logo or the partner org's logo** on the top right corner of each slide





Dos and Don'ts



# Dos and Don'ts

## Dos



**Keep it simple** – make sure your slide isn't so busy that the client doesn't know where to look



**Triple check** – Before the deliverable, make sure you check for spelling errors or design inconsistencies



**Signpost** – In your deliverable, make sure you give an overview before jumping into the details

## Don'ts



**Overcomplicate** – if there are 5 different fonts and colors on a text-heavy slide, the client will be confuzzled



**Forget about time** – make sure you use your time with the audience wisely and focus on the key points



**Overlook details** – make sure shape outlines are consistent and that there are no shadows on your images



Practice



# Practice

Align the objects, and distribute them evenly throughout the slide

Dance kween Laura

Fung Fellow Sana

Sara the Penguin

Village Flow Ruben

Sustainability Kween Claire

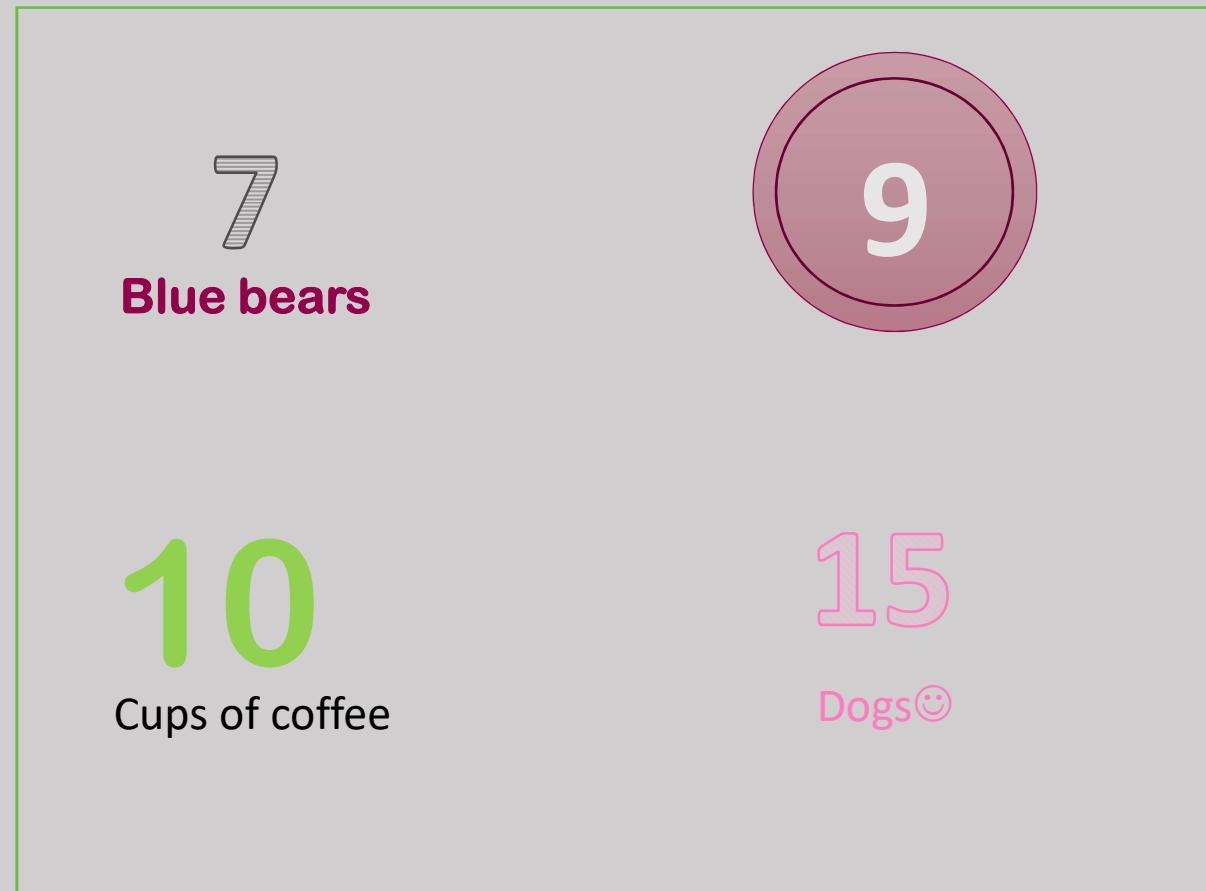
Kat Lady Kiwoko



# Practice

Design the sample slide, and follow the instructions below

Use your new Powerpoint skills to create 4 numbers and divide the slide into 4 sections. Get creative with the design, colors, and arrangement! Feel free to add text or other objects to the slide.





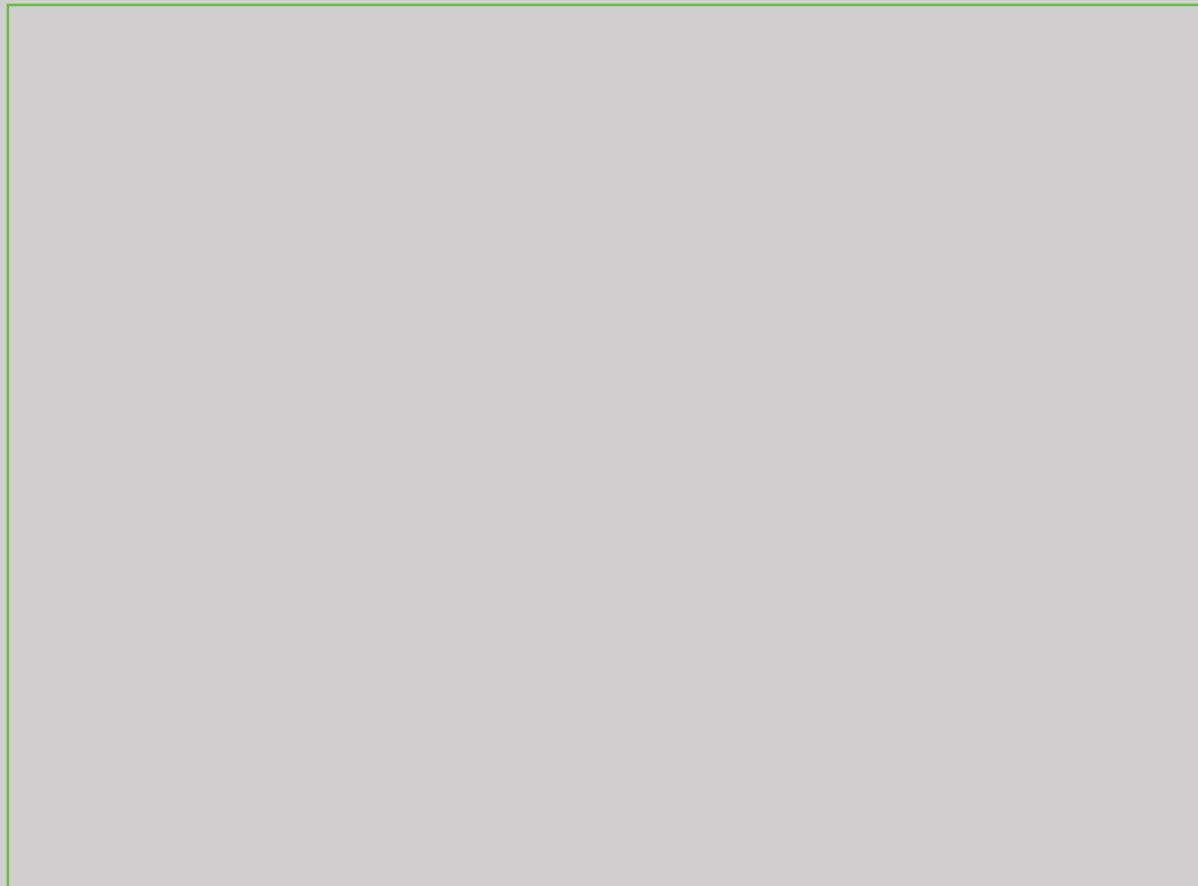
# Practice

Design the sample slide with the following text. Get creative! Do EITHER this slide OR the next slide (you pick!!)

Title: Corgis are the best  
pupper

Some say that the corgi is an "enchanted dog" favored by fairies and elves. At night the magical creatures would use the dogs to pull their carriages and be their steeds in battle. According to legend, the markings on a corgi's coat suggest the faint outline of a saddle and harness.

Famous people who have Corgis:  
Queen Elizabeth II, Governor Jerry Brown, Betty White, Stephen King





# Corgis are the best pupper

- ▶ Some say that the corgi is an “enchanted dog” favored by fairies and elves. At night the magical creatures would use the dogs to pull their carriages and be their steeds in battle. According to legend, the markings on a corgi’s coat suggest the faint outline of a saddle and harness.
- ▶ Famous people who have Corgis: Queen Elizabeth II, Governor Jerry Brown, Betty White, Stephen King





# Practice

Design the sample slide with the following text. Get creative!

Title: Tinypenguinpie, a journey

In 2017, a person named Sara Tsai started her penguin blog tinypenguinpie. Initially created as an outlet for her penguin-drawing-urges, it has now become a source of stress because she doesn't know what to write about or what penguins she should draw.

She has expanded into a vlog series about her college experience. She has 39 followers on her youtube channel, and 10 of them are her. Please subscribe <3



# Practice

Based on the [Phat Beets website](#) and logo, please create and use a custom design color palette



- Click Design → colors → customize colors
- Change the accent colors to match Phat Beet's brand aesthetic
- Feel free to use [hex # color finder](#)
- Name the color template "Phat Beets Produce"
- Make sure your new template is in use so the colors will change accordingly



## Practice

On the next slide, please re-design the "specific issues" slide for the Phat Beets Project.

### Specific Issues

- There is only one online store
- Difficult to display the available produce on the website
- Difficult credit conversion system
- The standardization of dollar to credit conversion by Phat Beets would be time consuming in terms of calculations
- Complicated for more than one person to alter the website
- Unpredictability with produce

## Step 3



### Specific Issues

- ▶ There is only one store.
- ▶ Difficult to display the available produce on the website
- ▶ Difficult credit conversion system
- ▶ The standardization of dollar to credit conversation by Phat Beets would <sup>7</sup> be time consuming in terms of calculation.
- ▶ Complicated for more than one person to alter the website
- ▶ Unpredictability with produce



Conclusion

# Conclusion



CONGRATULATIONS!! You have now completed the BNC Powerpoint training. As a reward, please enjoy these memes. Please remember to save this as a pdf and email it to your lead with the subject line "[Completed] BNC Powerpoint Training"

