

San Diego Miramar College

Professional Development Center – Faculty/Staff Training and Support Program

PowerPoint Introduction Lesson Plan

PowerPoint Introduction – Creating a PowerPoint Presentation

1) Introduction PPT presentation – 5 minutes

- a) Consistency is crucial!

2) Brief PPT walkthrough – 5 minutes

- a) Menu bar
- b) Icons – hover over icons to see what they are
- c) Task pane

3) Options for creating a new presentation – 2 minutes

- a) AutoContent Wizard
- b) Design Templates
- c) Blank Presentation (will be covered in PPT Intermediate)

4) Creating a new presentation using the AutoContent Wizard – 5 minutes

- a) The AutoContent Wizard gives your presentation a jump start by providing a basic structure and ideas for what content to add.
- b) Many different presentation types to choose from.
 - i) *Have participants select one and briefly walk them through it.*

5) Creating a new presentation using Design Templates – 15 minutes

- a) Start a new presentation (Task Pane drop down arrow > New presentation)
- b) There are many templates available within PowerPoint, and many more that can be downloaded for free online. Each template has its own theme, complete with individualized fonts, colors, bullets and background. Every slide in that template will have the same characteristics.
- c) *Have participants select a few different templates to see what options are available and the differences between them. Then have them choose one to create their presentation.*
 - i) Enter in sample title and subtitle on Title Slide
 - ii) Create new slide (show participants both the Menu Bar and Icon options)
 - (1) Enter slide title and 3 lines of sample text for that slide
 - (a) Notice how you can tab to indent your outline
 - iii) Create new slide
 - (1) Enter another slide title and 3 lines of sample text

6) Working with Views – 5 minutes

- a) 4 different views to work with in PPT – have participants test out each view, by adding and re-arranging slides.

- i) Slide View – default editing mode
- ii) Slide Sorter View – view entire presentation at once... allows you to add, delete and re-arrange the order of the slides.
- iii) Slide Show View – this is how you run the slide show.
- iv) Outline View – tab that allows you to view only the text on the slides.

7) SAVE! SAVE! SAVE!

8) Using Layouts – 30 minutes

- a) Briefly show participants all of the different layout options in Task Pane
- b) show participants how each toolbar works and give them 5 minutes to test
- c) insert a new slide for each type of layout
- d) Text – notice the bullets and lines icon
 - i) Toolbar is unchanged. Edit text by highlighting it.
- e) Tables – notice the table icon
 - i) Table toolbar
 - (1) Draw
 - (2) Erase
 - (3) Border style, thickness, and color
 - (4) Border selection tool
 - (5) Fill color tool
 - (6) Table Arrow Dropdown menu
 - (7) Merge, split, align, and distribute cells
- f) Charts – notice the chart icon
 - i) Chart and datasheet
 - ii) Chart toolbar
 - (1) Chart objects
 - (2) Import data
 - (3) View datasheet
 - (4) View options: by row, column, or data table
 - (5) Chart type
 - (6) Gridlines
 - (7) Currency, %, Comma style, Increase/Decrease decimals
- g) Diagrams and Organization Charts – notice circular arrows icon
 - i) Insert Shape – different options depending on type of chart
 - ii) Layout – different options depending on type of chart
 - iii) AutoFormat Icon – select a style type
- h) Clip Art
 - i) Insert Picture
 - ii) Color, Contrast, Brightness
 - iii) Crop
 - iv) Rotate
 - v) Line style
 - vi) Compress Pictures
 - vii) Recolor Picture
 - viii) Format Picture

- ix) Reset Picture
 - (1) Resize objects using white dots. Use corner dots to retain proportion. Use green dot to rotate.
- i) Media Clips
 - i) Same toolbar as Clip Art
- j) Pictures
 - i) Same toolbar as Clip Art

9) Applying Transitions – 5 minutes

- a) Task Pane > Slide transition
 - i) Transition can be applied to all slides or just one slide
- b) Choose a transition to use in between slides
- c) Select a speed and sound (optional)
- d) Choose Advance Slide option
 - i) On click or after set amount of time
- e) Choose whether you want to apply transition to all slides
- f) Test by clicking Play
 - i) Have participants select one transition to apply to all of their slides

10) Test Your Slideshow

- a) Participants should have 10 slides

11) Printing Options – 5 minutes

- a) Slides, handouts, notes, outline
 - i) Handouts – number of slides per page

12) Self Practice Activity – 20 minutes

- a) Create a new presentation using a new design template
 - i) 5 slides plus one Title slide
 - ii) Each slide must have a different layout with different objects

13) Conclusion & Evaluation – 10 minutes

- a) Thank you for attending our workshop!
- b) *Evaluation* – point them towards link
- c) Inform participants of lab hour support availability and PDF handouts online

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PowerPoint Intermediate Lesson Plan

PowerPoint Intermediate – Customizing a PowerPoint Presentation

14) Intermediate PPT presentation – 5 minutes

- a) Consistency is crucial!
- b) Review content covered in Introduction workshop

15) Using Outline Mode

- a) *Have a sample AutoContent presentation loaded on every computer to illustrate.*
- b) Insert cursor anywhere in outline to add text.
- c) You can enter in all of your content in this mode before working on the “look and feel” of the presentation
- d) Outlining toolbar (View > Toolbars > Outlining)
 - i) Promote, demote
 - ii) Move up, down
 - iii) Collapse, Expand
 - iv) Collapse All, Expand All
 - v) Summary Slide
 - vi) Show Formatting

16) Customizing Your Presentation

- a) Open new blank presentation (Task Pane > New presentation > Blank presentation)
- b) Slide Master allows you to give your presentation a consistent look and feel.
 - i) You can change: the default fonts, placeholders, background design, color scheme and bullets, or even add a logo to the master.
 - ii) You can use it to create a customized template or make changes to already existing templates.
- c) To modify, open the Slide Master (View > Master > Slide Master)
 - i) Title Slide & Normal Slide can be edited separately
 - ii) If creating a new template, by default it opens up the Normal Slide Master with no Title Slide Master. To open the Title Slide Master click “Insert New Title Master” on the Slide Master toolbar
- d) Customize your background
 - i) Format > Background
 - ii) Select a color from the drop down menu
- e) Customize your fonts
 - i) Select a line of text
 - ii) Modify the font, size, emphasis, and color
 - iii) Changes can be made to each individual line of text
- f) Customize your bullets
 - i) Select the line of text with the bullet you would like to modify

- ii) Format > Bullets and Numbering
- iii) Choose one of the suggested options, a picture, or customized option
 - (1) Select the size and color of the bullets for additional customization
- g) Insert an image
 - i) Click on the picture or clip art icon on the Draw toolbar
 - ii) Select an image
 - iii) Position and resize image to your preference
- h) When finished with edits, click “Close Master View” to apply changes and return to normal editing view.
 - i) You can also customize an already existing template.
 - j) Save as a New Template (File > Save As > then select Design Template from the Save As Type drop down menu)
 - k) You have successfully created your own PowerPoint template!

17) Drawing

- a) Drawing toolbar (View > Toolbars > Drawing)
 - i) Draw Menu
 - (1) Group, Ungroup, Regroup
 - (2) Order
 - (a) Bring to front, send to back, bring forward, send backwards, etc.
 - (3) Grid
 - (a) Snap to grid, snap object to other objects
 - (4) Nudge
 - (5) Align
 - (6) Distribute
 - (7) Rotate or Flip
 - ii) Select Objects arrow
 - iii) Auto Shapes
 - iv) Line tool
 - v) Arrow tool
 - vi) Square
 - vii) Circle
 - viii) Text box
 - ix) Word art
 - x) Fill, line, font colors
 - xi) Line, dash, arrow styles
 - xii) Shadow and 3-D styles
- b) Drawing Activity
 - i) Create 3 different objects (i.e. rectangles, ovals, lines, arrows, etc.)
 - (1) Hint: Hold down SHIFT when using the rectangle or oval tool to create a square or a circle.
 - ii) Change the color, line, or dash style of each object.
 - iii) Practice rotating, nudging, distributing, and snapping the objects.
 - iv) Place the objects on top of each other to create one object.
 - (1) Use the Order command on the Draw Menu to practice placing objects in layers.

- (2) When satisfied, Group the objects using the Group command on the Draw Menu.
 - (a) Ungroup objects to continue making edits.
- (3) Congratulations! You have created a customized object.

18) Animation

- a) The animation section in the Intermediate workshop will now be covered only in the Advanced workshop.

19) Combining Presentations

- a) Take slides from “presentation A” and combine them with slides from “presentation B”.
- b) Menu Bar > Insert > Slides from Files
- c) Browse to another presentation you want to insert slides from, and click Open.
- d) Select the slide(s) you want to insert and click Insert. If you want to insert all slides, select Insert All.
- e) Check Keep Source Formatting if you want the inserted slides to maintain their original formatting.

20) Header/Footer

- a) Menu Bar > Format > Header and Footer...
- b) Change the settings to your preferences.

21) Replace Fonts

- a) Menu Bar > Format > Replace Fonts...
- b) Use this tool to replace a particular font throughout your entire presentation.

22) Presentation Tips

- a) While the presentation is running...
 - i) Press B to cause the screen to go black
 - ii) Press W to cause the screen to go white
 - iii) Press Ctrl + P to activate the pen tool (or right click and select pointer options)

23) Self Practice Activity – 20 minutes

- a) Create a new presentation using a new customized design template
 - i) The customized template must have
 - (1) New fonts
 - (2) New colors
 - (3) New design using different objects grouped together
 - ii) 5 slides plus one Title slide
 - iii) Each slide must have a different layout with different objects

24) Conclusion & Evaluation – 10 minutes

- a) Thank you for attending our workshop!
- b) *Evaluation* – point them towards link
- c) Inform participants of lab hour support availability and PDF handouts online

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PowerPoint Advanced Lesson Plan

PowerPoint Advanced – Animating a PowerPoint Presentation

25) Advanced PPT presentation – 5 minutes

- a) Consistency is crucial!
- b) Don't overwhelm your audience with too much animation, it will distract from your presentation.
- c) Review content covered in Introduction & Intermediate workshops

26) Custom Animation

- a) To create an animation, activate the Task Pane (Menu Bar > View > Task Pane), and choose Custom Animation
- b) Select some text or an object in your slide and click Add Effect. There are 4 different effect options available, each with a variety of animation options of their own.
 - i) Entrance
 - ii) Emphasis
 - iii) Exit
 - iv) Motion Paths
- c) Take a few minutes to explore the different types of options. When and how would you use an Entrance animation? A motion path animation?

27) Animation Order

- a) You can change the order of the animations, if you have multiple animations on one slide or object, by selecting the animation in the Task Pane and dragging it to the desired location.

28) Modify an Animation

- a) You can modify an animation by selecting it in the Task Pane...
 - i) Start – This option allows you to control how the animation will start during your presentation.
 - (1) On Click
 - (2) With Previous
 - (3) After Previous
 - ii) Property – This window changes based on the type of animation selected, such as “Direction” or “Spokes”.
 - iii) Speed – Adjust how fast the animation moves
 - iv) Additional options are available by selecting the black, downward facing arrow next to an animated item in the Custom Animation list on the Task Pane.

- (1) *Effect Tab*
 - (a) Direction
 - (b) Sound
 - (c) Volume
 - (d) After Animation
 - (e) Animated Text
- (2) *Timing Tab*
 - (a) Start
 - (b) Delay
 - (c) Speed
 - (d) Repeat
 - (e) Rewind
 - (f) Triggers

b) Take a few minutes to modify a few animations.

29) Chart Animation

- a) Open a sample chart on a new slide.
- b) You can animate how the data will appear on the screen. (Note: Some chart types and animation schemes cannot be animated.)
- c) To animate the data of a chart:
 - i) Select the chart.
 - ii) Choose Custom Animation from the Task Pane
 - iii) Click on Entry Effect
 - iv) Choose the desired effect. (Some effects cannot be animated. The Dissolve In or Appear effects work well.)
 - v) Click on the black, downward facing arrow on the selected animation and then choose Effect Options.
 - vi) Click the Chart Animation tab.
 - vii) Choose the desired animation effect from the available options.

30) Automating the Slide Show

- a) PPT presentations can be set up to run automatically, such as in a kiosk setting where you would want the presentation to be continuously running. You have the ability to pre-set the amount of time each slide will be shown.
 - i) *Manually Enter Timings*
 - (1) Menu Bar > Slideshow > Slide Transition
 - (2) At the bottom of the Task Pane enter the duration you want the slide to be displayed in the Automatically after box.
 - ii) *Rehearse Timings*
 - (1) Menu Bar > Slideshow > Rehearse Timings
 - (2) Presentation will run with clock running in the upper left corner of the window.
 - (3) Talk through your presentation and click Next in the toolbar to advance to the next slide. When you reach the end of the slide show, click Yes to accept the timings or No to start over.

31) Action Buttons

- a) You can use Action Buttons in your presentation to automatically link to another slide in your presentation, to another presentation, to a document on your computer (or network) or even to a specific web site address.
- b) To place an Action Button on a slide:
 - i) Menu Bar > Slide Show > Action Buttons (or select it from the AutoShapes Menu on the Draw toolbar)
 - ii) Choose a button
 - iii) Select a location for the button on your slide, then click and draw the button.
 - iv) Select your desired settings from the drop down menu.

32) PowerPoint to HTML

- a) To save a presentation as a web page:
 - i) Menu Bar > File > Save As Web Page
 - ii) Make sure that Save As Type is set to: Web Page (*.htm; *.html)
 - iii) Set the file name to read index.htm or index.html
 - iv) Click Publish
 - v) Make additional selections and click Publish
- b) To save a presentation as an Accessible Web Page...
 - i) Menu Bar > File > Save As Accessible Web Page
 - ii) Select your options.

33) Content Considerations

- a) Use a single concept in a slide. Don't add too much material to any single slide.
- b) Use bullet points on your slide. Don't fill the slide with a page of text.
- c) Try to keep your bullets to 5-7 words per line, with no more than 7 lines per slide.
- d) Consider using font sizes of at least 36 point for titles and 24 point for text.
- e) Remember that colors create different emotions in people... choose your colors wisely.
- f) Try to use a lot of white space on your slides.
- g) Use a background image that relates to the topic of your presentation.
- h) Limit the number of transitions and animations in your presentation.

34) Self Practice Activity – 20 minutes

- a) Create a new presentation using custom animations
 - i) 5 slides plus one Title slide
 - ii) Each slide must have different animations
 - iii) At least one animation must be modified from the default settings.
 - iv) One slide must have an animated chart.
- b) Once completed, automate your presentation.
- c) Then save your presentation for the web.

35) Conclusion & Evaluation – 10 minutes

- a) Thank you for attending our workshop!
- b) *Evaluation* – point them towards link
- c) Inform participants of lab hour support availability and PDF handouts online.

