

VIDEO TRANSCRIPT

Creating PowerPoint Presentations for Speech

ppt2.html (9 minutes)

Hi! I'm Linda Baker, one of the librarians at the El Centro College Library.

Let's take a look at how to create a PowerPoint presentation for Speech.

To locate PowerPoint, go to **START > PROGRAMS > Microsoft Office >** and click on PowerPoint.

Once PowerPoint is open, you'll see the title slide displayed. Click in the top text box to type in your title. Notice how the words "click to add" disappear as you type in your title. Click in the lower text box to type in your name.

Just as in Word, you have the same options to change the text font, size and color. You can even create your own custom colors!

There are several ways you can add a new slide:

- Insert > new slide
- New slide option on the toolbar

A speech PowerPoint is all about listening to you – not reading text on the screen. Your audience can read much faster than you can talk – so don't "tune out" the audience by typing text into your speech PowerPoint. An effective speech PowerPoint is supplementing or enhancing what you are saying – not replacing you. Most of the text that should appear within your presentation will be captions or photo credits.

Let's add a picture. Insert > Picture > from file. Browse to locate your pictures.

For a 3-5 minute speech, it's best to keep your pictures down to 3-5. Otherwise you'll be too busy clicking through your PowerPoint to talk much and you will probably run over your time limit.

I have one picture in the folder twice. This is my original picture – which has lots of text on it. The 4th Floor Computer Lab or any librarian can help you modify a picture, chart or graph if you need to erase or crop part of it. I've cut out the text that appeared at the top and bottom of the chart. Single click and then click insert OR double-click on the image to add it.

You can re-position your picture but resist the urge to enlarge or stretch the image with the resize handles! An enlarged image will appear blurry or graining when projected. However, database pictures will sometimes insert smaller than their original size. You can resize back to its original size. Don't go beyond the original size or it will distort.

You have several slide layout options available to you by clicking DESIGN on the toolbar. If you are creating a collage, you might want to use one of these slide layouts.

Let's add another picture. This picture's size was changed by PowerPoint. I'm returning it to its original size. Click in the middle of the picture to reposition the picture on the slide.

My three main points are: what is diabetes, symptoms and treatments. I'm using the chart for my motivator. The rest of the pictures belong to my 3rd main point. I'm going to click on the 2nd slide and then insert a blank slide so that the audience's attention is on me, not the PowerPoint. A blank slide in-between your pictures are useful when you've finished talking about a picture and have moved on to another point within your speech.

Arrange your pictures in the order that you will talk about them in. To re-arrange, single-click on top of the slide and then drag to its new location.

This presentation looks a little plain. Let's add a background. On the toolbar, click DESIGN. Keep the same background on all of your slides. Changing backgrounds within your presentation will distract or confuse the audience. You can change color schemes for each design background. Let's say that you liked this background but wanted to change to a different color scheme. Here's how you do that.

You can also create a custom background by going to **FORMAT > BACKGROUND > FILL EFFECTS >** .

Make sure whatever background you select is appropriate for your topic. I wouldn't use this background for my speech on diabetes.

Avoid animation or slide transitions. They are difficult to synch with your words – either causing you to speed up or slow down to keep up with the presentation.

How can you print out your PowerPoint? **FILE > PRINT > HANDOUTS >** select the number of slides you wish to see on the printed page.

How do you save your PowerPoint? **FILE > SAVE AS >** give your presentation a name. Under the **SAVE AS TYPE** option, scroll down to **PPT 97-2003** so that your presentation works within any version of PowerPoint. This is especially important if you are using PowerPoint 2007, which saves under a different extension than other versions of PowerPoint. A PowerPoint 2007 presentation will not play in 2003 or earlier versions UNLESS you save as **PPT 97-2003** under **SAVE AS TYPE**.

In the lower-left corner is an icon for projector. Click on your first slide and then click on the projector. Your presentation will open.

Click through your presentation as you present your speech. At the end of your presentation, PowerPoint will display a black slide. One more click takes you back to PowerPoint.

You're done!

Please feel free to ask any librarian - in person, over the phone or virtually through **ASK A LIBRARIAN** or ask the Computer Lab personnel for help.