

# **Making a Powerpoint presentation – The BASICS**

# We will discuss....

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- **Introduction**
- **Slide designs**
- **Font**
- **Using animations**

# Introduction

- **Apple Keynote**
- **Corel Presentations**
- **Kingsoft Presentation**
- **Libre Office - Impress**
- **Microsoft PowerPoint**
- **Open Office.org - Impress**



# Slide designs

# Background

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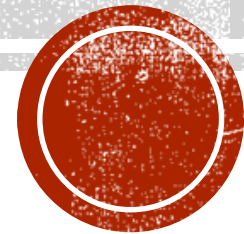
- Use simple background designs
- Light background in well lighted hall
- Dark background in dark hall
- Don't go for fancy designs
- Avoid patterns and gradient back grounds

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# TITLE SLIDE

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# TITLE SLIDE





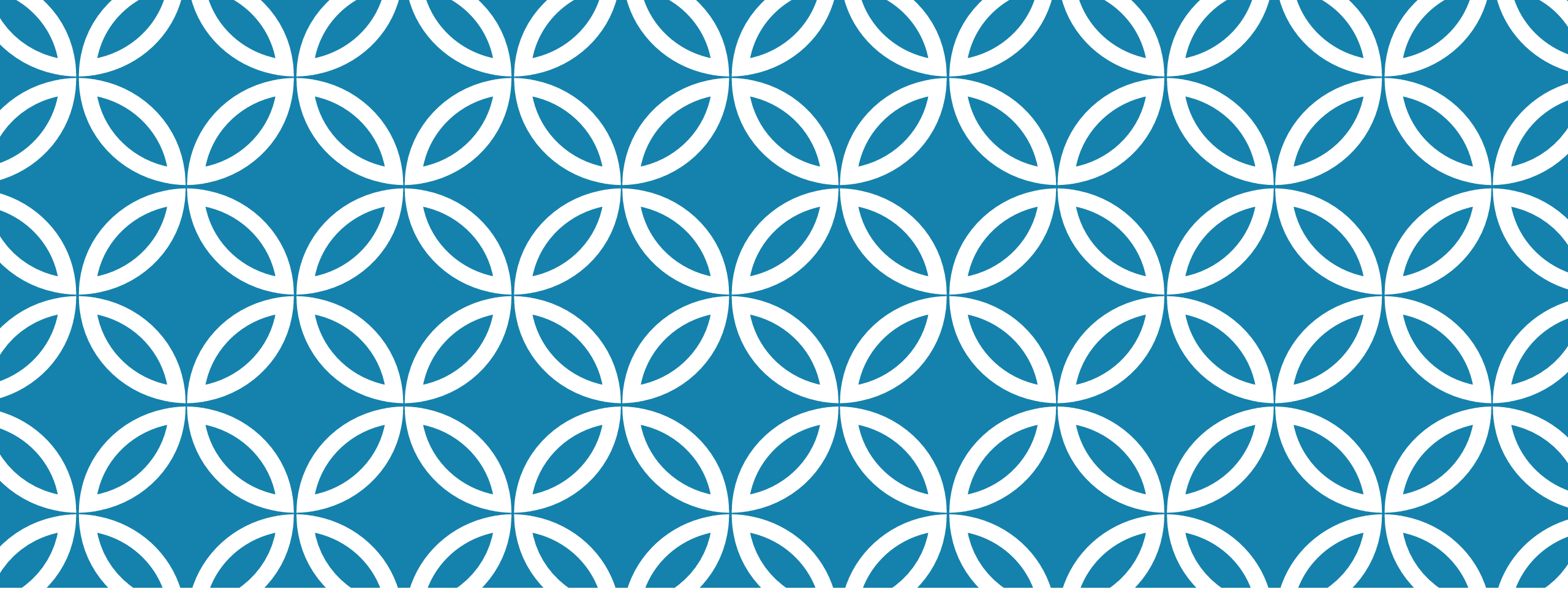
# TITLE SLIDE

# TITLE SLIDE

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# TITLE SLIDE

# TITLE SLIDE



# **TITLE SLIDE**



# TITLE SLIDE



# Slide Layouts

# Title

- Text
- Text
- Text



# Actions

## 1. On bone

- Acts directly on bone to increase bone resorption and mobilize  $\text{Ca}^{2+}$
- Occurs by 2 phases
  - i) Rapid Phase
  - ii) Slow Phase

# Title

---

---

- Text
- Text
- Text

# Actions

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## 1. On bone

- Acts directly on bone to increase bone resorption and mobilize  $\text{Ca}^{2+}$
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  - ii) Slow Phase

- Text

- Text

- Text

- Text

- Text

- Text

- Bjvdsbojvsbldvjsbldjvb bvkjbvljxcv kjcvblxjvbxcv
- Jcbaskaj bckjbczx kjbciknc
- Bcjbjasc
- SO it is bvjsvj
- Jbjbvdsbzbvlmbdvc
- Ckvavckavkavkak



- Text

- Text

- Text

- Text

- Text

- Text

- Text

- Text

- Text

- Text

- Text

- Text



- Bjvdsbojvsbldvjsbldjvb bvkjvvljxcv kjcvblxjvbxcv vihvihdv hbihadsviha
- Jcbskaj bckjbczx kjbciknc
- Bcjbjasc
- avshasbvjsvj
- Jbjbv djsbzbvlmbdvc
- Ckvavckavkcavkak

- Text

- Text

- Text

- Text

- Text

- Text

# Differences

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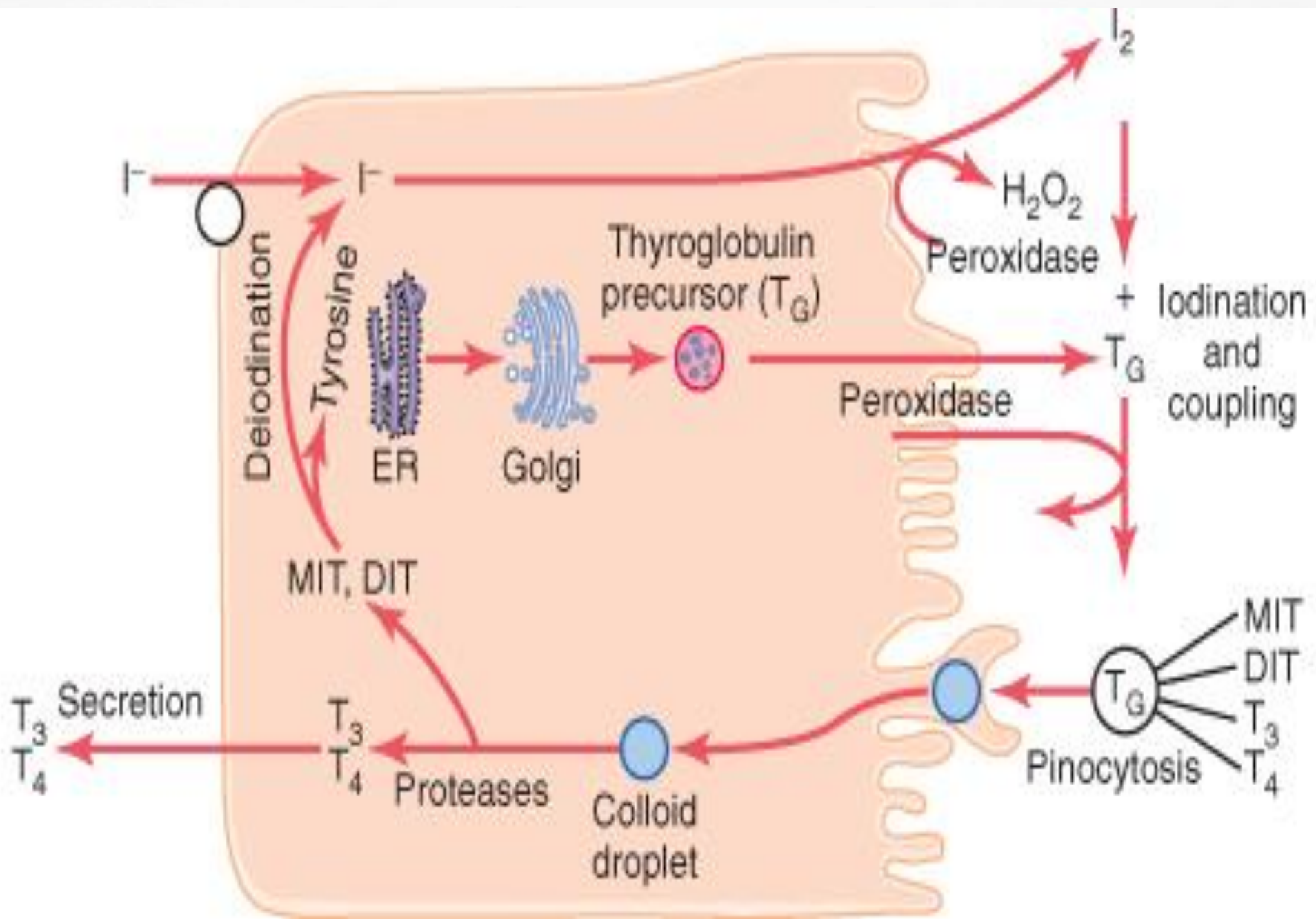
## Category-I

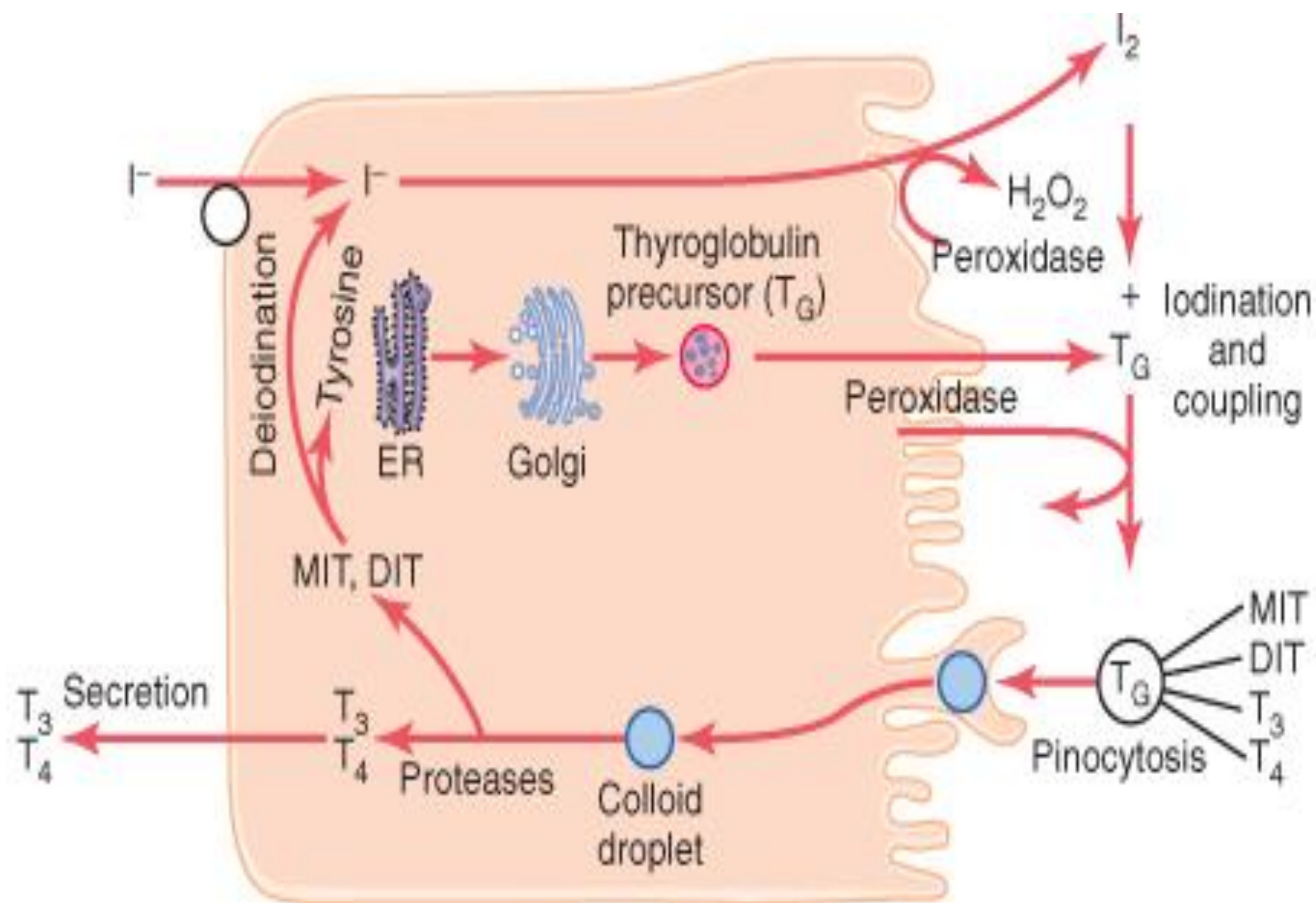
- Difference 1
- Difference 2
- Difference 3

## Category-II

- Difference 1
- Difference 2
- Difference 3

# BULLETS





- The benefit of PowerPoint is continually debated,
- though most people believe that the benefit may be to present structural presentations to business workers.
- Its use in classroom lectures has influenced investigations of PowerPoint's effects on student performance
- in comparison to lectures based on overhead projectors, traditional lectures, and online lectures.

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# Fonts

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# CRITICISM

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3 things contribute to its popularity

- It is a convenient prop for poor speakers
- It can reduce complicated messages to simple bullet points
- It elevates style over substance

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# Type of Fonts

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# TYPES OF FONTS



# POPULAR SERIF FONTS:

Book Antigua  
Bookman Old Style  
Cambria  
Cambria Math  
Century  
Century Schoolbook  
Chaparral Pro  
CHARLEMAGNE STD BOLD  
**Cooper Black**  
Garamond  
Garamond Premier Pro  
Adobe Garamond Pro  
Goudy Old Style  
**GOUDY STOUT**

Goudy Old Style  
**Georgia**  
High Tower Text  
Lucida Bright  
Palatino Linotype  
Perpetua  
PERPETUA TITLING MT  
Poor Richard  
Rockwell  
Rockwell Condensed  
**Rockwell Extra Bold**  
**Times New Roman**  
TRAJAN PRO



Chiller

Jokerman

Curly MT

Giji

ALGERIAN

# POPULAR SANS SERIF FONTS:

Agency FB regular

Arial Narrow

Arial Regular

**Arial Black**

**Arial Rounded MT Bold**

**Bauhaus 93**

Berlin Sans FB

Calibri

Century Gothic

Franklin Gothic Book

**Franklin Gothic Demi**

**Franklin Gothic Heavy**

Gill Sans MT

Gill Sans MT Condensed

**Gill Sans Ultra Bold Condensed**  
**Impact**

**GT-HelveticaPPlot**

Lucida Sans

Microsoft Sans Serif

Myriad Roman

Myriad Pro Condensed

Myriad Pro Regular

Segoe UI

Tahoma

Trebuchet MS

Tw Cen MT

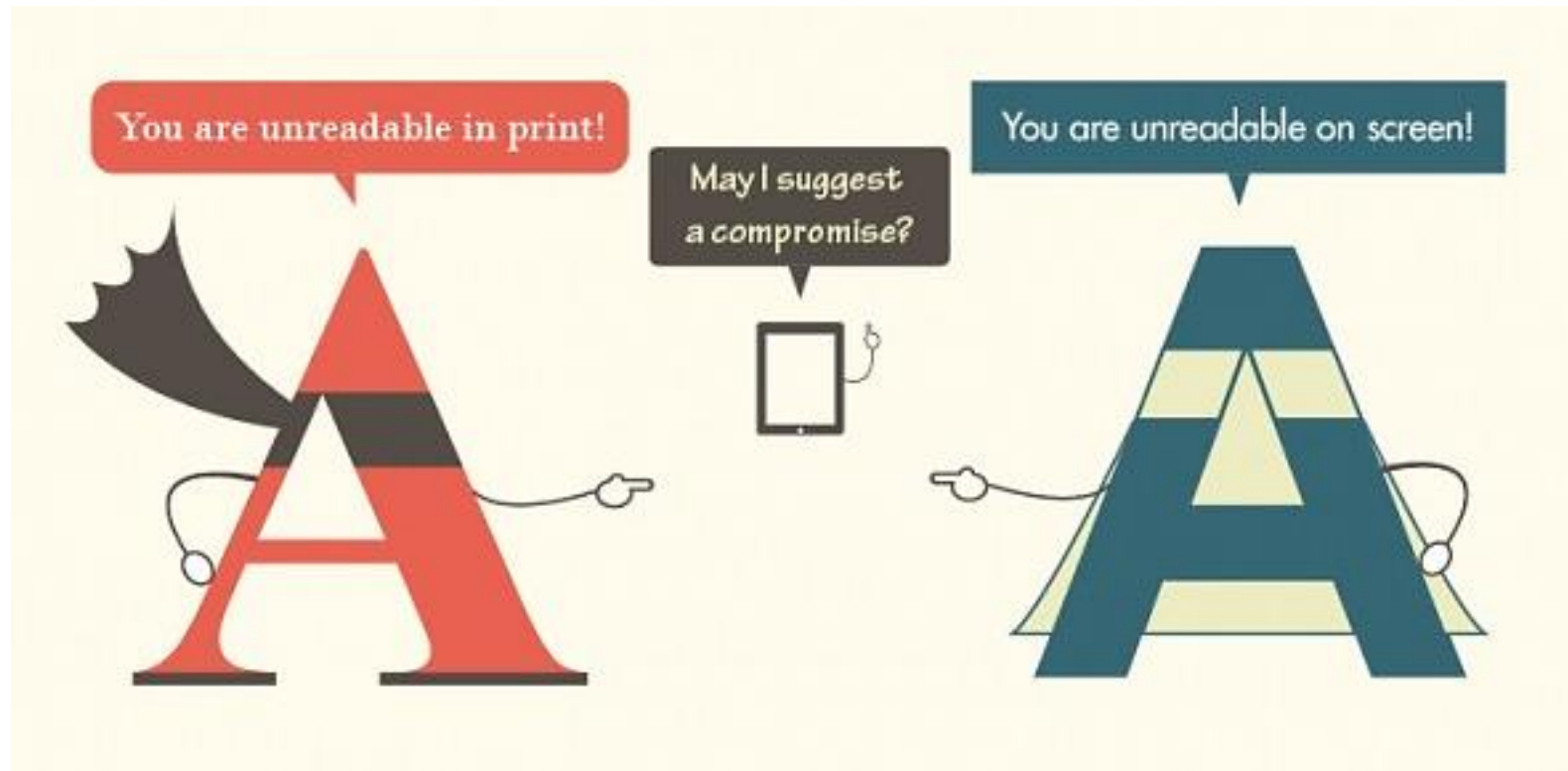
Tw Cen MT Condensed

Verdana



# So which one to use?

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**SERIF**

**SANS-SERIF**



# FONTS

- **Standardize the font throughout**
  - Choose same font for all the titles
  - Choose same font for all the body text



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Font size

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# FONT SIZE ???

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- Depends on the distance between the screen and the last row of students
- In a **demonstration room** – fonts size of **20 or above** will be readable
- In a **lecture hall** – fonts size of **28 or above** will be needed



- Sorry I cannot
- I can read it but difficult
- It's ok I can read it
- No problem I can read it
- I can read it very well
- Ah! What a stupid question
- Already the above lines have been read, now why are you asking ???
- Already the above lines have been read, now why are you asking ???

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- Sorry I cannot
- I can read it but difficult
- It's ok I can read it
- No problem I can read it **26**
- I can read it very well **28**
- Ah! What a stupid question **32**
- Already the above lines have been read, now why are you asking ??? **36**
- Already the above lines have been read, now why are you asking ???

- Already the above lines have been read, now why are you asking ???
- No problem I can read it

26

- Already the above lines have been read, now why are you asking ???

36

- No problem I can read it

# Title

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- Short phrase 1
- Short phrase 2



- It's ok I can read it
- No problem I can read it
- I can read it very well
- Ah! What a stupid question
- Already the above lines have been read, now why are you asking ???

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# Capitalization & Italics

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- MICROSOFT POWERPOINT IS THE NAME OF A PROPRIETARY COMMERCIAL PRESENTATION PROGRAM DEVELOPED BY MICROSOFT.
  
- POWERPOINT PROVIDES NUMEROUS FEATURES THAT OFFERS FLEXIBILITY AND THE ABILITY TO CREATE A PROFESSIONAL PRESENTATION.



- Microsoft Powerpoint Is The Name Of A Proprietary Commercial Presentation Program Developed By Microsoft.
- Powerpoint Provides Numerous Features That Offers Flexibility And The Ability To Create A Professional Presentation.



- Microsoft powerpoint is the name of a proprietary commercial presentation program developed by microsoft.
- Powerpoint provides numerous features that offers flexibility and the ability to create a professional presentation.



# CRITICISM

- things contributing to its popularity
  - it is a convenient prop for poor speakers
  - can reduce complicated messages to simple bullet points
  - elevates style over substance



- *Microsoft powerpoint is the name of a proprietary commercial presentation program developed by microsoft.*
- *Powerpoint provides numerous features that offers flexibility and the ability to create a professional presentation.*
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- *Powerpoint provides numerous features that offers flexibility and the ability to create a professional presentation.*



*“Come here ! Hurry ! There are little animals in this rain water. They swim ! They play around ! They are a thousand times smaller than any creature we can see with our eyes alone Look ! See what I discovered”*

**- Antony Leeuwenhoek (1685)**



# CRITICISM

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# Font colour

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# Font colour ???

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- On a white or light background
  - Use black or **blue** for general text
  - For highlighting use **red** or **green** with **bold**

# Font colour ???

- On a black or dark background
  - Use white for general text
  - For highlighting use **yellow with** or **without bold**
  - For highlighting NEVER use **fluorescent colours**

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# Spacing of lines

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# SLIDE LAYOUT

- Use point form, not complete sentences
- Avoid wordiness: key words only



# Spacing

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- 6 words per line
- 6 lines per slide



- The benefit of PowerPoint is continually debated, though most people believe that the benefit may be to present structural presentations to business workers.
- Its use in classroom lectures has influenced investigations of PowerPoint's effects on student performance in comparison to lectures based on overhead projectors, traditional lectures, and online lectures.
- There are no compelling results to prove or disprove that PowerPoint is more effective for learner retention than traditional presentation methods

- The benefit of PowerPoint is continually debated
- PowerPoint's effects on student performance were studied
- No compelling results to prove that PowerPoint is more effective than traditional presentation methods

- If you have a set of points
- Space them out on the slide
- Rather than put them in one corner

- If you have a set of points
- Space them out on the slide
- Rather than in one corner

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# Animations

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# ACTIONS

## 1. **On bone**

- Acts directly on bone
- Increases bone resorption and mobilize Ca
- Occurs by 2 phases
  - i) Rapid phase
  - ii) Slow phase



# ACTIONS

## 1. On bone

- Acts directly on bone to increase bone resorption and mobilize Ca
- Occurs by 5 phases
  - i) Phase 1
  - ii) Phase 2
  - iii) Phase 3
  - iv) Phase 4



# ACTIONS

## 1. On bone

- Acts directly on bone to increase bone resorption and mobilize Ca
- Occurs by 5 phases
  - i) Phase 1
  - ii) Phase 2
  - iii) Phase 3
  - iv) Phase 4





- Text

- Text

- Text

- Text

- Text

# Classification

## Class-I

- Example 1
- Example 2

## Class-II

- Example 1
- Example 2
- Example 3



# Differences

## Category-I

- Difference 1
- Difference 2
- Difference 3

## Category-II

- Difference 1
- Difference 2
- Difference 3



**Ah!! this is too much**

To make each and every slide, I have to see all these things

Sorry, I have other work to do

BYE BYE....

# IN SHORT...

- Have good script before you start
- Choose a simple design
- Use appropriate font & adjust the size, colour, form etc.
- Don't overcrowd the slides with information
- Use animations judiciously





*Thank you....*