DREXEL UNIVERSITY College of Medicine

Advanced Power Point
using Office 2013 for Windows

Technology in Medical Education

Queen Lane Campus, Suite 201

215-991-8511

Arnold Smolen, PhD
Associate Dean for Information Technology
Arnold.Smolen@DrexelMed.edu

George Zeiset
Director
George.Zeiset@DrexelMed.edu

Christof Daetwyler, MD
Associate Professor
Christof.Daetwyler@DrexelMed.edu

Greg McGee
Web Developer, Technology in Medical Education
Gregory.McGee@DrexelMed.edu

A.   The Basics: Working with Menus/Slide Layouts/Design

When you first start-up Power Point any recent files you worked on will be listed in the left-hand column. Various design templates are shown which you can pick now or later.   To start with a simple blank slideshow click **Blank Presentation** as shown circled below.


_____
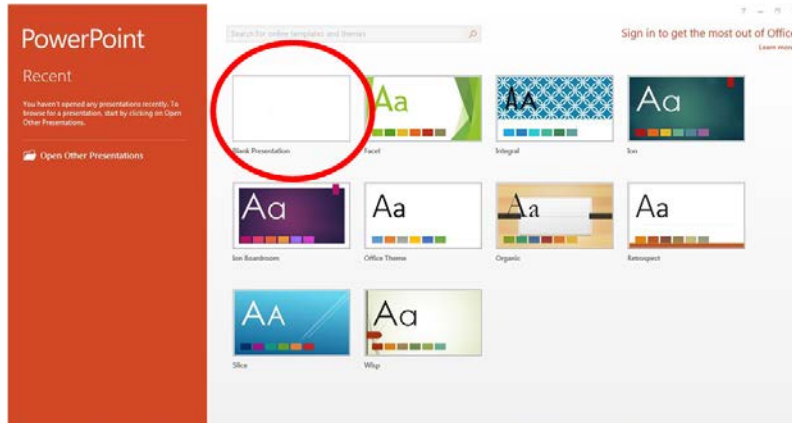
At the top of the screen is a horizontal menu called the RIBBON which contains all of the items you will need in PowerPoint. These include HOME, INSERT, DESIGN, TRANSITIONS, ANIMATIONS, SLIDE SHOW, REVIEW and VIEW.   Each item has more sub-menu items under it. Power Point can be customized to always see the sub-menu items or have them appear and disappear. This is called collapsing the ribbon and can be adjusted by right-clicking on any part of the ribbon and checking COLLAPSE THE RIBBON.

_____

TASK 1: Inserting New Slides – Picking a Layout
-       Select the **HOME menu item**, then click the **New Slide** button (#1 below). A new slide will appear.
        Now click the **Layout** pull down menu (#2 below) and choose a slide layout for your slide.
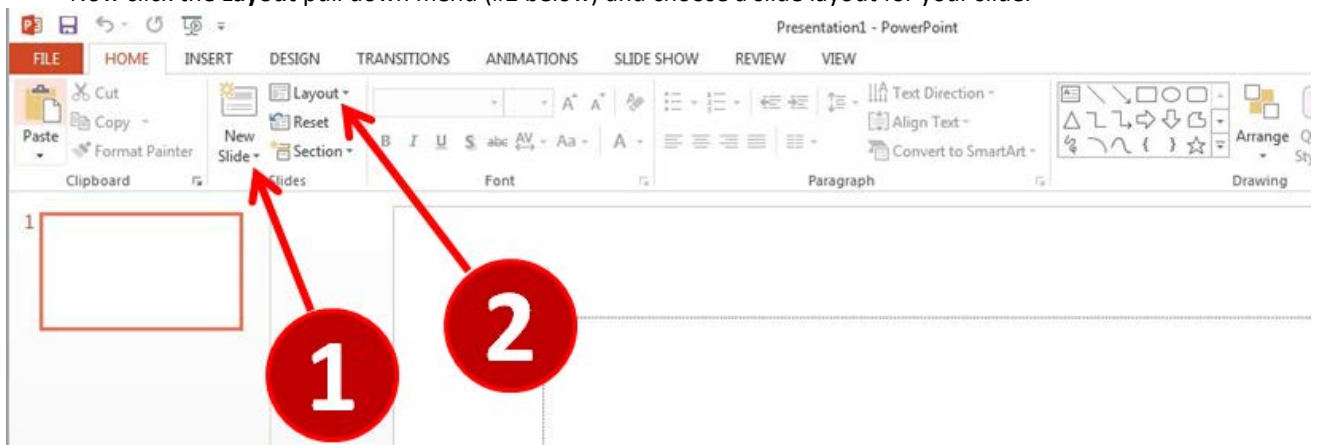
TIP: Any menu item that has a down arrow on it will have additional options in a drop down menu. In the above task you could save a step by simply clicking on the down arrow next to NEW SLIDE and choosing the layout for the new slide there.

Using Design Themes

Several Design Themes are built-in with fonts, colors and designs planned out for you. You can apply design themes after your slides are created but it is best to pick one early since sometimes elements on your slide may need to be adjusted when changing designs themes.

Notice under DESIGN there are "Themes" and "Variants". Variants are subtle changes to a theme, usually the color palette used.

TASK 2: Select **DESIGN** in the ribbon, then use the drop-down arrow to see more themes. Select one here or click "Browse for themes" to see more on Microsoft's website.

TIP: It is possible to combine more than one theme into 1 single PowerPoint file. This is useful if combining slideshows from various presenters into a master show to be used at an event.

To do this, after pasting in new slides, note the "Paste Options" box that appears (as shown to the right). Choose the icon "Keep Source Formatting" by clicking on it. This will allow the design theme from the PowerPoint file the slides were copied from to be retained for only the new slides you are pasting in. All other slides in this slideshow will not be affected.
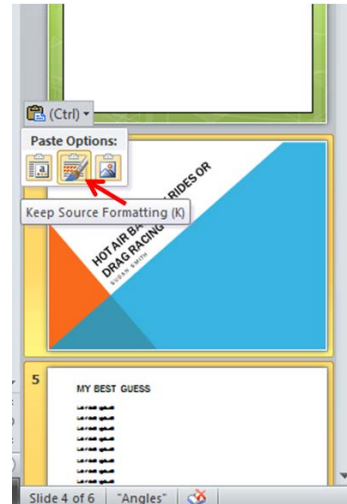

B. Adding Text, Objects, Charts, Pictures, Video & Sound

TASK 3: Add 2 slides with text

- From the HOME menu, create 1 **Title Slide** layout and then add a title just by clicking in the area that says "add title". Layouts provide areas to add text and other objects, but you should know that you can also always add you own new text boxes anywhere. Select the HOME menu item in the ribbon and choose the TEXT tool to manually add text anywhere on your slide, not just in these pre-designated areas of a layout.

- Create a 2nd slide which is a "Title and Content" layout, then create a list name and add 4 or 5 items in a bulleted list.

- Highlight some of the text and use the font, size, color, etc attributes in the HOME menu to change the look.

TASK 4: Add an Object (such as a shape) onto a slide
- From the HOME menu, use the down arrow in the shapes section (see red circle in picture below) to view all the possible objects/shapes. After selecting one, drag your mouse on your slide to place it. Next, explore the attributes in the HOME menu (see items to left of red arrow below) to change the fill color, edge color, edge width, etc of the object you have selected.
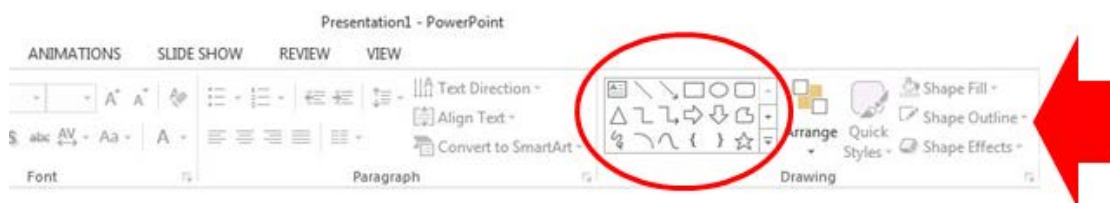
TASK 5: Add a Chart

- You can pick a slide template that includes content, then click the Chart icon to insert a chart (see picture to right) or Select the INSERT menu and click the "Chart" button.

- Next select the type of chart you want to create and click OK.

- Automatically, the chart will appear on your slide AND another window with the data will open as an Excel spreadsheet (as shown below).
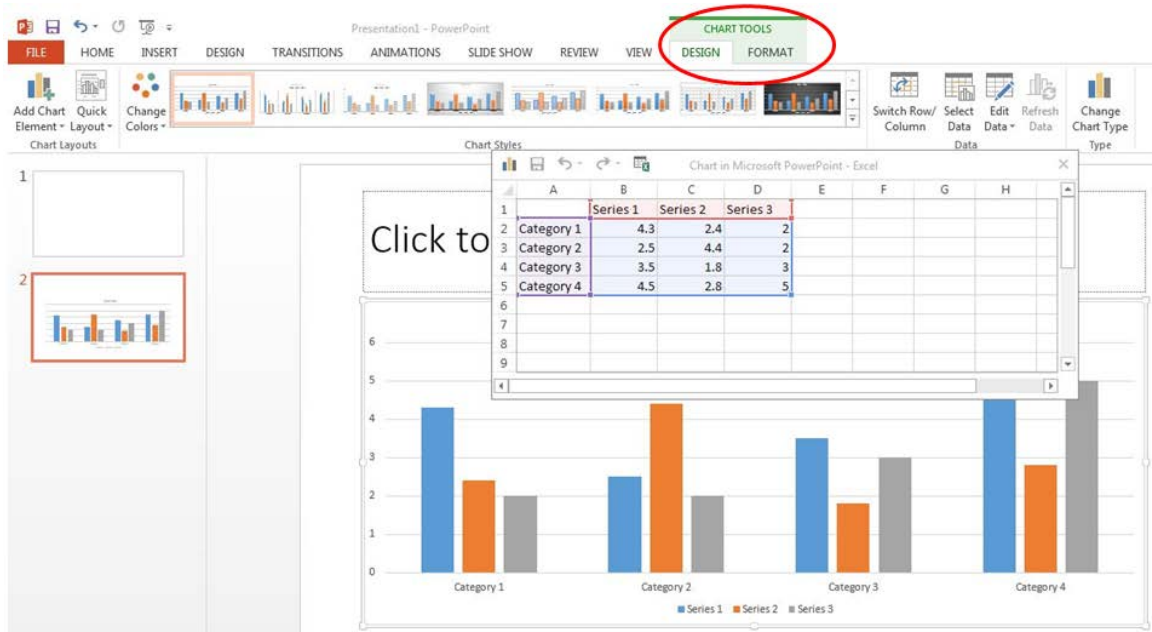
- Sample data is used but you can now enter your own data OR copy and paste other data. If you close the Excel spreadsheet, just right click on your chart and select "Edit Data" to get it back.

- Use the CHART TOOLS in the ribbon to edit the Design and Format of your chart.

TASK 6: Add Pictures

- Select the INSERT menu from the ribbon, then choose "Pictures" and browse for a picture to add to your slide.
- Click and drag the picture to move it on your slide or use corner handles to proportionately resize it.
- Note when you have a picture selected, the ribbon will display the PICTURE TOOLS which you can use to apply additional formatting to your picture.
- PowerPoint 2013 allows you to easily import photos from the web as well as do a screenshot still capture directly from PowerPoint.
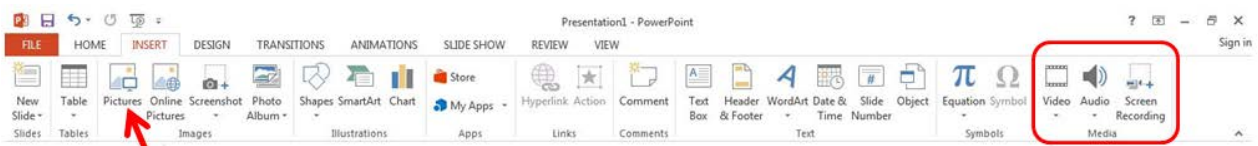
TIP: The web has many great resources for medical images, just make sure you read and understand the acceptable use policy for the website where you are downloading images.

Video, Audio and Screen Recording

TASK 7: Add Video and Audio
- Just like adding a picture, use the INSERT menu and choose either Video or Audio from the menu and browse for a clip to use. Check the video file types in the browse menu for formats that can be used.
- In PowerPoint 2013 version, video and audio files will be embedded inside of your saved PowerPoint (.PPTX file). This is new from the previous versions where you would be required to also copy your individual video and audio files manually and bring them with you separate from your .PPT or .PPTX file.

TIP: Use caution and always test out your PowerPoint and videos before your actual presentation to make sure they will work properly.

TASK 8: Make a Screen Recording Movie
- A new feature in PowerPoint is the ability to record your screen or a section of your screen for a period of time. This is useful if you want to demonstrate something on-screen. You can also record audio narration at the same time.
- Select INSERT then Screen Recording. Use the menu at the top to select an area of the screen to capture and to allow audio.
- Press Windows key + Shift + Q to end the recording
- The video of the screen capture now is inserted onto your slide.

TIP: Click on the video to select it, then check out the VIDEO TOOLS in the ribbon. You can trim the length of the video, add bookmarks, crop your video if you over-captured too much and more.

C. Animating Text, Charts and Objects

PowerPoint makes it very easy to use a technique called **progressive disclosure**, where individual bullet points of text are displayed one at a time instead of showing the whole slide all at once. Use progressive disclosure when you want to focus the attention of the audience on the point that you are making, rather than all of the slide information.

TASK 9: Set up a text slide for progressive disclosure
- Select the **ANIMATIONS** menu (#1 in pic below), then click on the **Animation Pane** button (#2) to display it.
- On the right side of the screen the **Animation Pane** (#3) will appear. Click on an object on the slide to select it (in this case your bulleted text list), and then click **Add Animation** (#4)...then choose what type of animation to add.
- Next, look in the **Animation Pane** (#3) and click the down arrow next to the name of the animation and select "Effects Options". A menu will appear (#5) to alter specific settings such as speed, direction of the effect, when the effect occurs (what triggers it), etc.
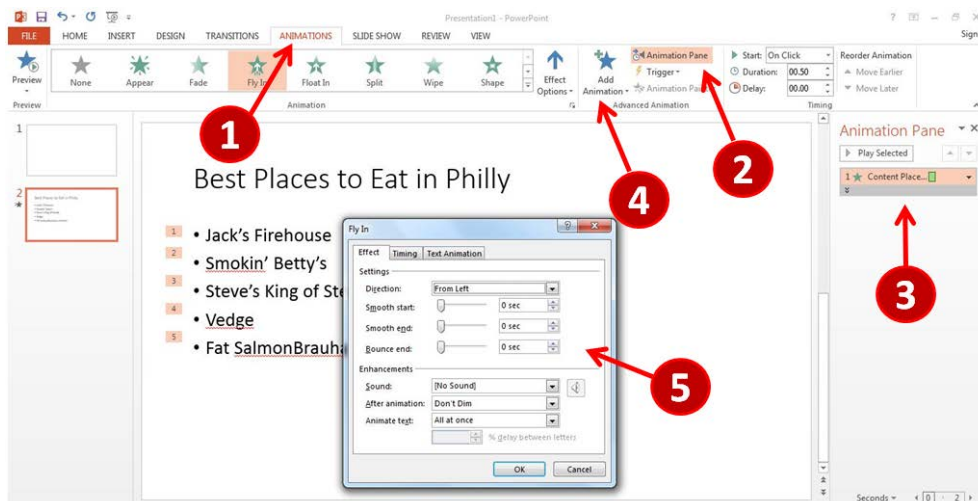
TASK 10: Animating Chart Data
- Select the chart by clicking on it. In the **ANIMATIONS** menu, click **Animation Pane**. Click **Add Animation.** Choose an **Entrance** effect such as **Appear** or **Wipe**
- Select **Effect Options…** and then change the option from **"As one object"** to either **"By series", "By category", "By element in series"** or **"By element in category"** (series corresponds to the **rows** in the Datasheet, while category corresponds to the **columns**)

Animating Objects

Animation isn't just limited to flying bullet points and progressive disclosure. You can set up very complex animations within PowerPoint to visually enhance your presentations. Animate shapes, pictures, arrows and even videos.

By changing the timing of animations you can create detailed visual instructions. Multiple animations can be given to a single object AND multiple objects can be animating at the same time.

Adjust a specific animation to begin:
- after the previous animation
- with the previous animation
- with the previous animation but delayed by *n* seconds

Objects can be animated not only for how they enter the screen but also for how they exit the screen or for emphasis. "Motion Paths" or paths that objects follow can also be created for interesting effects.
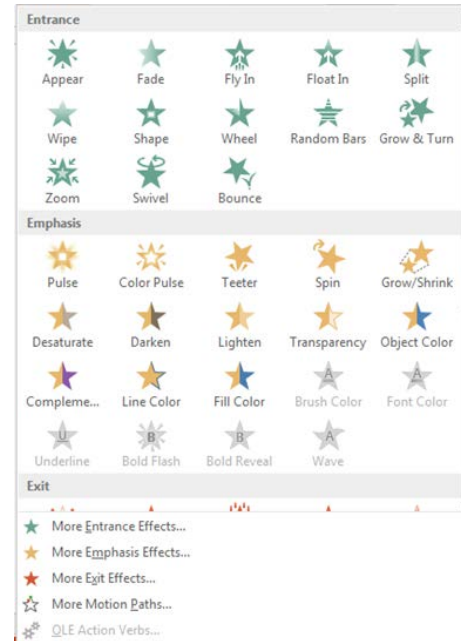
TASK 11: Animating a circle to follow a path
- Create a circle shape on your slide.
- Select the circle (by clicking on it), then choose "Add Animation" from the ANIMATIONS menu.
- Scroll down to "Motion Paths" and choose "Custom Path"
- Next place your mouse on top of the circle shape and left-click once
- Then move your mouse away from the circle. Notice the line that appears, click one time again to set a new anchor point for the line, move your mouse some more and click, move mouse and click, etc until you are finished with your line. At the end double-click.
- Notice the circle is now animated, following the path of the line you just drew

D. Rehearsing Slide Timings and Recording Narration

PowerPoint provides a way to practice a talk and to keep track of the total time as well as the time spent on individual slides.

TIP: Before you begin to use these tools, make a copy of your original PowerPoint presentation that has no audio or timings in it. This way you have the original, clean file (unaltered) somewhere else.

TASK 12: Rehearsing Slide Timings
- Select the **SLIDESHOW** menu in the ribbon**,** then click **Rehearse Timings** to start the show in rehearsal mode
- Click the advance button when you're ready to go to the next slide
- When you reach the end of the slide show, click **Yes** to accept the timings or **No** to start over.
- In Slide Sorter view you can see the time indicated for each slide.

WARNING: When asked, if you click "Yes" to save the slide timings AND if you save this PPTX file and use it in your live presentation, each slide will have a time associated with it and the slide will advance automatically. This is why you should work with a copy of your presentation to Rehearse Timings. If you present with the PPT file that has timings, your slides will automatically advance.

TASK 13: Recording Narration

You may want to record your audio in PowerPoint to practice your presentation or to save it and give it to someone to view later.

To record audio narration you will need a microphone. Built-in laptop microphones vary in quality. Using an external microphone or even a webcam with a microphone is advisable. Plug the mic into the mic input jack on your computer or USB port if it is a USB microphone. Open the Control Panel and go to "Sound".   Click on the "Recording" tab to get to the adjustments for the microphone.

In PowerPoint
  - Under the **SLIDESHOW** menu, choose "Record Slide Show"
  - Options are presented to also record slide animation and timings as well as the laser pointer mouse or ink drawings.   These tools are available in Full-Screen/Presentation mode, by left-clicking on the screen and choosing "Pointer Options".
  - When you are ready to begin, click "Start Recording", wait for the slides to appear in Presentation mode and then begin talking.
  - When you want to finish recording, press the "Esc" key.

  TIP: Do NOT speak when changing slides.   A recording occurs for each slide and momentarily the audio will stop when you change slides. For this reason do not speak or a few of your words will be cut off and not heard.

If you want to go back and just re-record only 1 slide…
  - Make sure you are on that slide in PowerPoint, before going into "Record Slide Show"
  - Click the small arrow at the bottom right of the "Record Slide Show" button and select "Start Recording from Current Slide…"
  - Record you narration and press "Esc". Do not advance the slide to the next one or else the audio on that slide will be overwritten.

After you have recorded narration with your slides, make sure you save your presentation. Put the word "narrated" in the filename so you know this version has audio narration. The file will contain the audio and may be quite large.   Often this is a good way to narrate a presentation to be used on an educational website however the file will need to be converted by technical staff in order to be accessible on the internet. A better solution at Drexel to record and edit presentations is to use a program called Camtasia (see box below).

Using Camtasia to Record and Edit a Presentation
This program is distributed by Drexel IRT and requires that you attend a training session.

  • Camtasia will capture everything that happens on your screen, in a high quality format so text and image details are very readable
  • You can choose to capture you mouse arrow to show your mouse movements, what you point to, etc.
  • You can choose to capture video (such as a shot of yourself speaking)
  • Later you can edit your presentation to cut things out and re-record sections as needed.
  • You can arrange where the screen capture and the video windows are placed and add text, titles and other objects onto your video.
  • You can display a table of contents when you produce the presentation
  • After everything is captured, edited and placed the program needs to render (or publish) the presentation into a movie or a web-ready HTML 5 package that you can post to a website or distribute.

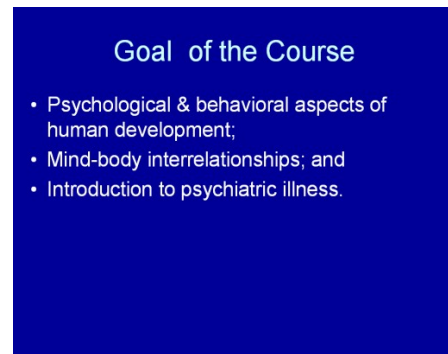For more information on Camtasia please contact IRT to find out when training sessions are held.
www.drexel.edu/IRT

E. Using Dual Monitors When Presenting

Your audience will see only your slides full-screen (see image on right) and at the same time you can have your own presenter's view (image on left) to control your presentation. On your monitor, see your notes for each slide, preview upcoming slides, skip slides, view the timer, black-out the main screen, etc.
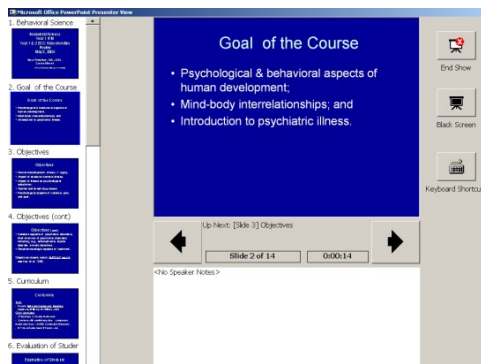

Presenter View (from laptop screen) **Audience View (from laptop to a projector)**

To use this powerful feature, your computer must be capable of dual monitor support. Laptop computers with Windows 7 or newer have this capability, allowing you to see the presenter's view on your laptop's screen while projecting just the slides through the external monitor port. You must also know how to select the output of your laptop to go to the external monitor. Usually this is done by using a combination of keyboard keys, the "Fn" key and one of the "F" button keys. Look for a monitor-like icon on the keyboard keys or the words "LCD/CRT".

To set up your computer for dual monitor support, follow these steps:
1.   Connect a monitor or LCD projector to your laptop's VGA connector.
2.   Either use the keyboard keys as described above to alter the display so that you are in EXTENDED mode   OR   go to Control Panel, Appearance, Display, Adjust Resolution and change Multiple Displays to be "Extended"
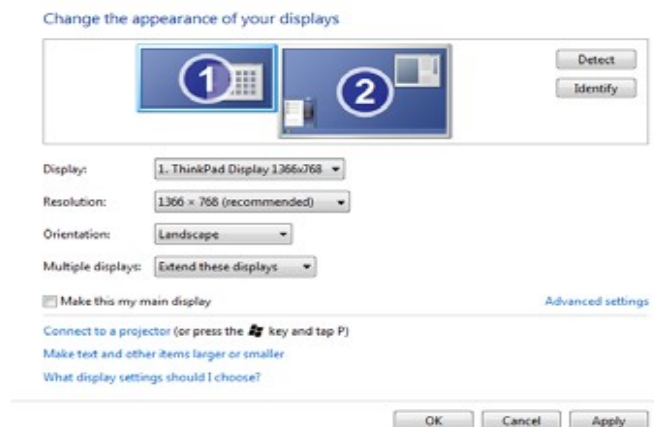
Once dual monitor support has been enabled, you can set up PowerPoint to use it:

1. On the **SLIDESHOW** menu, click "Set Up Slide Show", and choose "Monitor 2" (representing the output which is going to the projector) under "Multiple Monitors".

2. Check the box next to "Show Presenter View"

3. Next go into slideshow mode ("View", then "Slideshow" or click the [icon]icon). Only the projected image from your laptop show your full screen slides for the audience. On your laptop monitor, you will see your slides, any notes you have added, a timer and thumbnail images of all of the slides in your show.

4. To move between slides or trigger the next animation, click the arrow buttons. To show a slide out of sequence, click a slide in the thumbnail list.

5. To end the show, click the **End Show** button.

F. Using PowerPoint for a Poster Layout
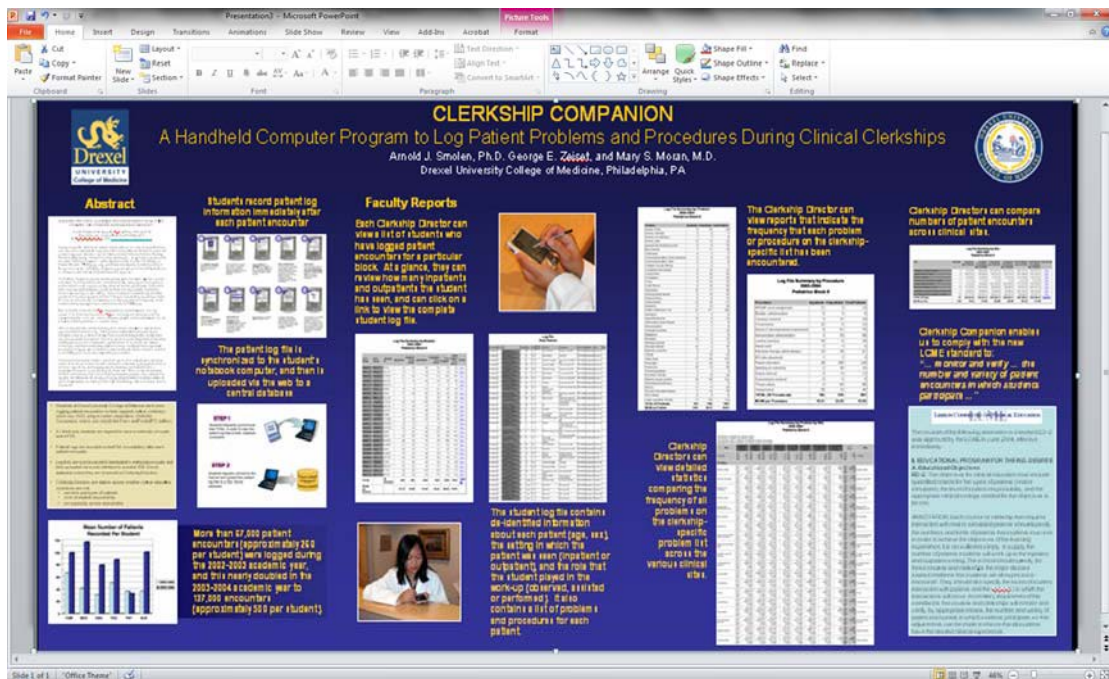
You can use PowerPoint to lay out your poster, and then take the Power Point file to a commercial graphics house or to a Drexel department with a large format printer for printing.
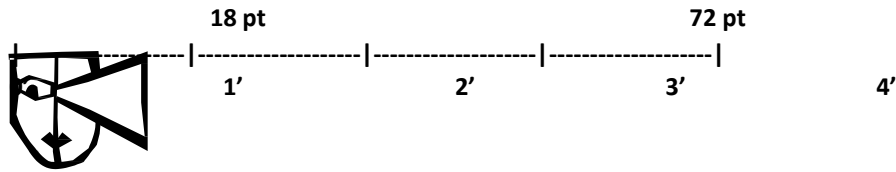
First figure out how big your poster needs to be. For our example, we'll use a final poster size of 3' high x 6' wide…. or 36" x 72".

Next, you will need to set-up your Power Point slide for this size. Select "File", then "Page Setup".

The maximum size for a slide show in PowerPoint is 56" x 56", so if you want your poster to be 6' wide or 72", you will need to set the width of the page to ½ the final size, then tell the printer to print the poster at 200%. In our example the width would be 36" (1/2 of 72") and the height would be 18"

Now you are ready to start adding a title, authors, DrexelMed logos, pictures, charts, etc.
TIP: For copies of logos and usage policies, check out the DrexelMed Brand Identity Manual at
http://www.drexelmed.edu/Home/FacultyandStaffResources/BrandIdentity.aspx

Choosing the correct size of text

18 pt   72 pt

|------------|-------------------|-------------------|-------------------|

              1'   2'   3'   4'

When selecting text size for a poster, keep in mind that posters are generally viewed from a distance of 4' or more instead of 1' for regular printed material. Therefore, text on posters should be at least 4 times as large (actually only 2 times as large if you will print the final poster double size) as you would normally use for a printed document.

It's best to experience the text size for yourself. Print out a sample 8.5 x 11 sheet of paper with some of the text on it at the actual size that it will be on the poster. Hang it up and step back 4 feet and see how it reads.

Use Images and Existing Slideshows in your Poster

Add images with a digital camera or use stock images and clipart from online libraries. Just make sure the image is a high enough resolution so when it prints out it isn't blurry. Most digital cameras will let you take a high-resolution image. Most images from websites will be very low resolution and not good for printing.

Use Graphs and Charts

Graphs and charts can also help make a more visual poster. A good way to include existing charts, graphs and even text slides you may already have is to:
- 1st create them in Power Point or open your existing slideshow
- Export (Save as) each slide as a .PNG or .JPG file
- Insert these files into your Power Point poster file