

2004 IAAP International Convention and Education Forum

Session: PowerPoint Without Bullets

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PowerPoint Without Bullets

Does the thought of sitting through another boring PowerPoint presentation make you want to curl up and go to sleep before it even starts? Believe it or not, PowerPoint doesn't have to be boring. In fact, you can use PowerPoint to create exciting, professional quality multimedia presentations that actually enhance your verbal message rather than detract from it.

PowerPoint is receiving bad press

PowerPoint is the current scapegoat for poor business practices, bad speakers, sloppy thinking, inadequate information and boring presentations. Some large corporations, like 3M, are actually banning the use of PowerPoint presentations.

What are the charges against PowerPoint?

- Presenters use slides as a teleprompter (reading slides)
- Focuses on the presenter instead of the audience
- Designs boring and (often) annoying presentations
- Discourages creative thought(makes us stupid)
- Over simplifies complex material
- Fragments coherency of information
- Discourages questions and/or discussion
- Impedes learning

Most criticisms of PowerPoint seem to revolve around presenters who project an outline (or worse, the bulk) of their information onto a screen. But why is that such a bad thing? Most of us have been taught that the more senses involved, the greater the learning. For example, we generally expect that a combination of reading, seeing and listening will provide greater learning than any one or combination of two of these elements. If this is true, then shouldn't projected text (addition of visual information) increase audience learning?

Recent studies suggest that reduction of textual input actually results in greater learning.

Lee and Bowers' 1997 study of effective learning conditions for college students suggests that the projected text actually decreases learning. Lee and Bowers administered pre and post tests on the topic. The control group had no instruction between the tests, but each experimental group was taught with a different method. Compared with the control group, Lee and Bowers found:

- 91% more learning: Hearing spoken text and looking at graphics
- 63% more learning: Looking at graphics alone
- 56% more learning: Reading printed text plus looking at graphics
- 46% more learning: Listening to spoken text, reading text, and looking at graphics
- 32% more learning: Hearing spoken text plus reading printed text
- 12% more learning: Reading printed text alone
- 7% more learning: Hearing spoken text alone

By far the most effective means of instruction seems to be a verbal presentation with supporting graphics.

Combining printed text with the graphics produced 45% less learning, and replacing graphics with printed text produced 59% less learning! (*The Effect of Multimedia Components on Learning*, Lee, A.Y. and Bowers, A.N., *Proceedings of the Human Factors and Ergonomics Society 41st Annual Meeting*, 340-344 (1997). <http://www.humanfactors.com/downloads/july982.htm>)

Despite the charges, PowerPoint is the second most used corporate communication tool after email! It is the tool of choice for most presenters, and if not the chosen tool of others, it is often the required one. It is estimated that over 30 million PowerPoint presentations are given each day. PowerPoint is not likely to disappear in the near future.

PowerPoint is just a tool. When wielded by inexperienced and unskilled hands, it often produces terrible presentations. But PowerPoint is an amazingly powerful and flexible tool. In skilled and creative hands it can and does produce stunningly beautiful and informative presentations.

Understand the Purpose and Function of the Five Elements of a Presentation

Speakers' Notes and Audience Handouts are print media. They employ text to convey the message.

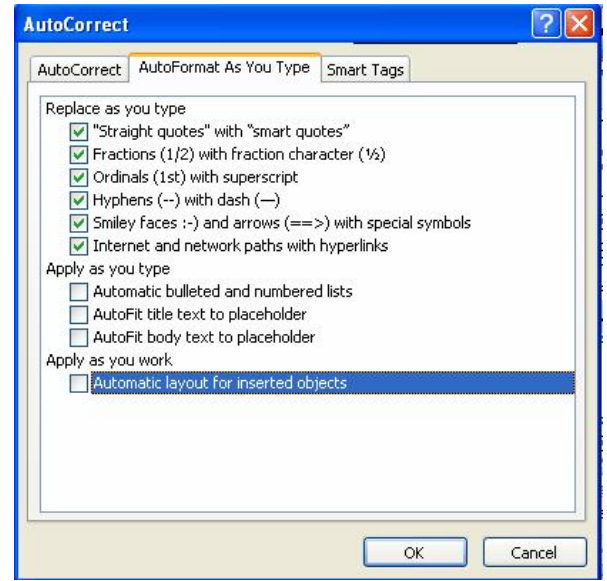
1. **Notes:** Notes are created for the speakers' use. Only the speaker should see them during a presentation. Notes are available to other speakers showing the same presentation, but were never intended to be seen by the audience. Ideally, Notes contain all of information a speaker needs for a dynamic presentation. Some Notes contain the full script of the presentation. Others contain detailed supporting information, anecdotes or presentation hints and cues. Some or all of the content in the speaker's notes may be included in handouts for the audience to read after the presentation.
2. **Handouts:** Handouts are created for the audience's use. They may contain detailed information for the audience to read **after** the presentation or an outline of the presentation with suggestions for further reading. Handouts should never duplicate or interfere with the delivery of a presentation.
3. **Slides:** Slides are created to visually enhance the audience's experience. They are audience support, not speaker support and should never be used as a speaker's crutch (or teleprompter). Slides are visual media. There should be little or no text on slides. While words may appear on a slide, they should never be presented or experienced as written text. If the slides contain enough information to be self explanatory, they should be presented without a speaker. (Kiosk, CD or Web)
4. **Presenter:** A presenter's job is to present – not to read slides! If the audience is reading text on slides or handouts, they are not listening to the presenter. Communal reading of prepared text is neither an effective method of communication nor an effective teaching tool.
5. **Audience: The audience is the only reason for a presentation to exist.** Every aspect of a presentation must be created with the audience foremost in mind. What concerns or needs do they have? How will this information (product) address these needs? What presentation style will be most effective for these people? How will you engage the audience in the conversation?

Optimizing PowerPoint Presentation Quality

- Focus first on content – design is the last step in the process
- Know your audience. Why would they be interested in this topic?
- Break down the overall message into the messages you want individual slides to convey
 - Write everything that needs to be said to convey each slide's message (Speaker's Notes)
 - Stay visually and conceptually oriented
 - Keep the visual content on the slide and the verbal content in the narrative
- When creating a presentation for another person
 - Support the speaker's delivery style, not your own
 - Ask questions. (If it doesn't make sense to you, it probably won't make sense to the audience)
- Set up PowerPoint to make your work easier
- Begin your work with a blank slate
- Don't crowd your slides! Blank spaces let your images stand out!
- Keep transitions and animations subtle and discrete. Use them only to enhance your message – never just because you can.
- Do test runs of the presentation of the equipment that will ultimately be used.
- Make a back-up copy on a CD for insurance purposes (but don't run the presentation from the CD)

Optimize Your Default Settings

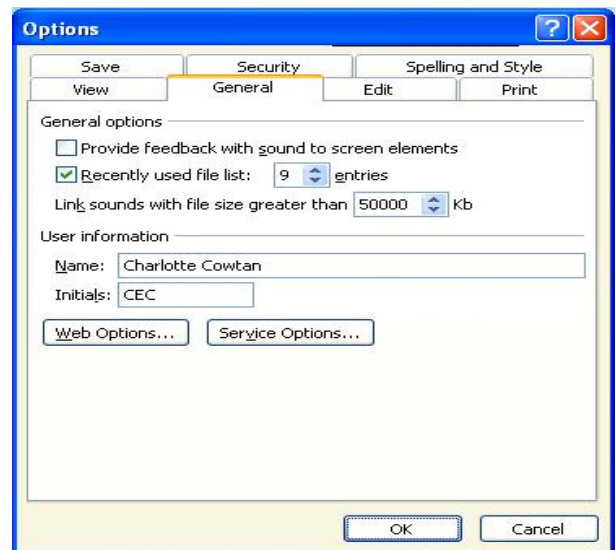
- **Install drivers for a local printer.** PowerPoint isn't happy unless it finds a default printer when it starts up. The printer doesn't need to be connected (it doesn't even need to physically exist). There just needs to be a driver installed as default. If your default printer is on a network, make sure the driver is also installed locally. This is especially important for laptop computers.
- **Disable Automatic Layout.** Open the AutoCorrect dialogue box from the Tools drop-down menu and make certain that "Automatic Layout for Inserted Objects is NOT checked." Otherwise your objects will keep jumping to locations you never intended them to be. If you want to keep control of your font size and/or don't want bullets appearing anytime you press the enter key, you may also want to disable any or all of the "Apply As You Type" options. AutoCorrect features are able to give you PowerPoint headaches and frustration beyond imagining.



Options Dialog Box Settings

Tools † Options opens the Options dialog box.

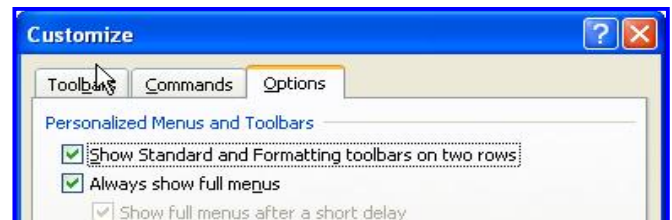
- **Save tab:**
 - Turn off "Allow Fast Saves"
 - Set "Save AutoRecover" to 5 minutes.
- **General tab:**
 - Set Recently Used File List to 10 or fewer
 - Enter 5000 (Maximum setting) in the "Link Sounds With File Size Greater Than" box. (Or type 99999 and let PowerPoint enter the maximum)
- **Edit tab:**
 - Reduce the number of "Undo" to 10 or fewer to save system resources
- **Print Tab:**
 - Turn off "Print Background"
 - Turn on "Print True Type Fonts As Graphics"
 - Turn on "Print Inserted Objects At Printer Resolution"



Customize Dialog Box Settings

Tools † Customize opens the Customize dialog box

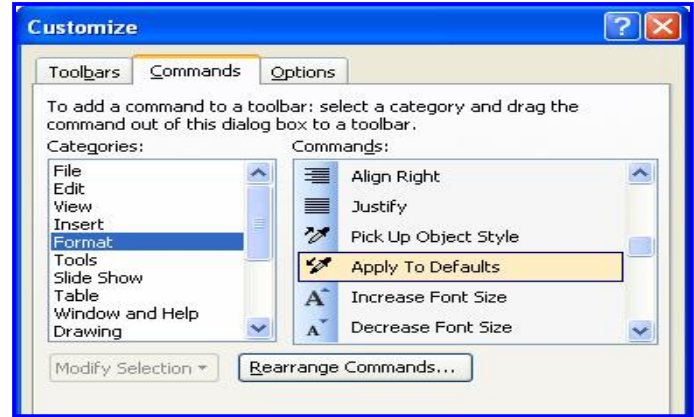
- **Options Tab: Enable full Menus:** Enable "Always show full menus" and "Show Standard and Formatting toolbars on two rows".
- **Toolbars Tab:** Add toolbars to your workspace by placing a checkmark by the ones you want. The 3-D Settings and Drawing toolbars are especially helpful one to add to the PowerPoint workspace. Remember that you can move taskbars around your workspace by dragging them to a new position.



HOT TIP: When working on complex animations, dock the task pane horizontally for better animation control. Simply click on the task pane title bar and drag to the bottom of the screen. The task pane docks horizontally.

- **Commands Tab: Put your Tools in a Convenient Place** It is helpful to have your most commonly used tools ready to use on a toolbar. I like to have “Pick Up Object Style and Apply to Defaults” buttons on my formatting toolbar. There may be others that you want to have.

1. Click the toolbar you want to customize.
2. Select the button you want to add.
3. Drag the button to your toolbar.



Start With a Clean Slate

The best way to make the move from pre-formatted text oriented templates to graphically oriented presentations is to start working with a blank slide. You can always add text boxes, placeholders and bullets when you need to, but they are really hard to avoid when they are part of your template or layout. Why not give yourself a blank template?

Remove bullets from all slide layouts:

1. Open the presentation in Slide Master View: View † Master † Slide Master
2. Select and delete all of the content in the Master text styles box on the master slide.
3. Backspace to get rid of the first bullet.
4. Right Click the Master slide thumbnail † Select Preserve Master from the pop-up menu
5. Close Master View

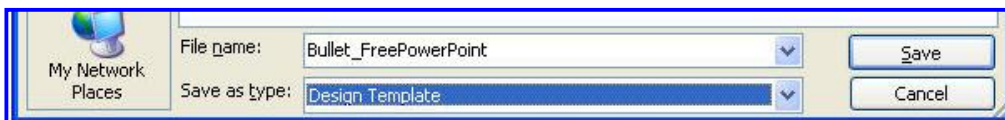


Add a color scheme to your master and save the presentation as a template

Turning a master into a template will add it to the Slide Design task pane, making it easily accessible for any future presentations. Note: A template is simply a Master with a Color Scheme.

- Choose a color scheme from the Task Pane (Slide Design † Color Scheme † Apply to All)
- Save as: Name of template; File type: Design Template (.pot)

HOT TIP: Name your template “Blank.pot” if you want it to become your default template.



NOTE: When choosing colors, remember that colors influence moods. Choose your colors appropriately. Blue, green and purple are cool colors, and are the frequently used for presentation backgrounds. (Blues are used for 75% of all presentations worldwide). White and grey are also very adaptable. Red orange and yellow are warm or aggressive colors. Use them carefully. (For example, remember that in the financial world, red is associated with negative numbers: not good for positive messages)

Choose a blank layout from the Slide Layout task pane

You are now working with a clean slate!

Let's Play!

Backgrounds

Backgrounds are one of the most powerful and under-utilized features in PowerPoint. Because of the almost universal reliance on ready made templates, most people have decided that Background fills are an unnecessary bother.

Open a new presentation with a bullet-free template and a blank content layout.

1. Right click a slide or thumbnail † choose Background from the pop-up menu
2. Select Fill Effects From the drop down menu to open the Fill Effects Dialog Box

Fill Effects Dialog Box

It is worth your time to become intimately familiar with the Fill Effects dialog box. You will use it not only for slide backgrounds, but also to fill AutoShapes and placeholders (including WordArt), and to embed photographic backgrounds. (Handy when you want to make certain that no one will lift or move the photograph) Each tab opens a different page with a wide variety of fill effects to choose from. The sample window shows you exactly how your choice will look. You will follow the same procedure for **applying a background from any page in Fill Effects:**

- When you are satisfied with the effect, Click OK. This will return you to the Background Dialog Box.
- Click Apply (to current slide/object) or Apply to All



Gradient Tab

This tab has a number of effects ranging from awesome through refined. Check the preset colors for

- Choose any one or two colors (Click “More Colors to access the full color pallet), or Preset colors (Rainbow, Fire, Gold, Autumn, etc.)
- Choose a shading style and pick one of the four variants
- Choose the degree of transparency you want to apply to each color

Texture Tab

This tab offers a quick way to apply both color and texture. While there is not a lot of flexibility (You cannot easily change colors, for example), a number of the textures are quite beautiful as offered.

Pattern Tab

The Pattern tab is especially helpful when you will be printing in black and white, or need to provide a visual means of making fine distinctions between colors. (Sections of a bar graph, for example)

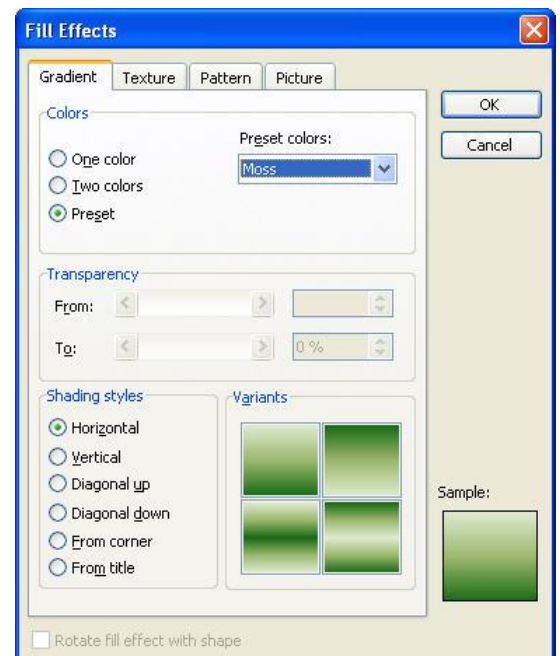
Picture Tab

Use this tab to insert a photograph as a background. Clicking “Select Picture” opens the Select Picture Browser.

- Navigate to the photograph you want and click Insert.

NOTE: Photographs inserted as screen background fill cannot be edited. Make any changes you want made to the photograph before inserting it.

HOT TIP: Whenever you come across a photograph you think you might be useful in a presentation, save it in a presentations photographs folder. Keep adding photographs as you find and/or use them. You may also want to purchase a CD of royalty free media. These are quite inexpensive, and are usually indexed by subject.



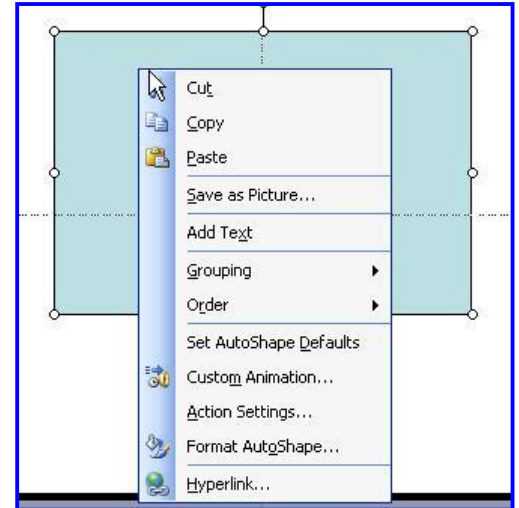
Creating and Inserting Objects in PowerPoint

PowerPoint calls objects by many names, but it's easiest to think of them all as objects. Actually, everything on a slide is an object. When you want to move, format or re-size them, they all work the same way.

Does the lack of placeholders on your blank slide make you nervous? You can relieve your anxiety by knowing you can put in any placeholder you want, make it any shape you want, and place it anywhere you want. The best part is that the placeholders you create won't tell you "Click to insert text here" or make you click just the right corner of the icon to insert a picture.

Creating Placeholders

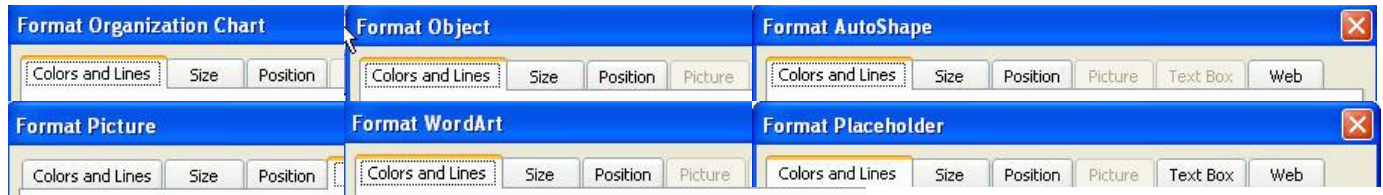
- Click the rectangle AutoShape button on the Drawing toolbar and drag to draw a rectangle.
- **Congratulations! You've just created a universal purpose placeholder!**
- Right-click to open the short-cut menu
- If you don't like the color:
 - Format AutoShape and change the fill color, or choose "No Fill"
- If you want to use it as a text box:
 - Right-click the placeholder **Ø** Add Text
- To insert a sound, movie, chart, picture or hyperlink:
 - From the menu, choose Insert and select your choice
 - **OR** just click the appropriate icon on the Drawing toolbar



Formatting AutoShapes, Placeholders and Other Objects

Select any object, AutoShape, WordArt or placeholder on your slide and double-click, or from the menu, choose Format \uparrow Object/AutoShape/WordArt/Placeholder.

The same dialog box (with different names) opens for all of them. The only differences between them are that the Text Box tab is only active for placeholders and the Picture tab is only available for Pictures.



Colors and Lines Tab:

- Click the arrow on the Fill Color drop-down box to open the Fill dialog box. It works exactly like the Background Fill dialog box discussed in the previous section. Use this to format the object's fill properties.
- Use the Line section of the tab to create a border for an object and to format – you guessed it: Lines!
- And the Arrows section for ... Yup...Arrows

Size Tab:

Use this tab to adjust the size of your objects. If you are working with a picture, make sure the "Lock Aspect Ratio" box is checked – unless, of course, you want to distort the picture. **HOT TIP: Use the scale percentages to achieve size consistency for multiple images.** (For example: The above images of Format dialog boxes are all 75% of the original image size)

Position Tab:

Use this tab to position objects precisely (to 1/100th of an inch) horizontally and vertically from the top left corner.

Picture Tab:

This tab is used to crop images; adjust color, brightness and contrast; and most important, to compress images. This is essential for maintaining a presentation of manageable size. Photographs can take up a huge amount of space on a disk.

Text Box Tab:

Use this tab to set margins, position or rotate text, enable word wrap and allow resizing of the text box to fit text. (This is important if you want to maintain a consistent font size.)

Web Tab:

This tab is used to insert alternate text to display in a web browser while objects are loading.

Design and Layout of Objects

Copying objects:

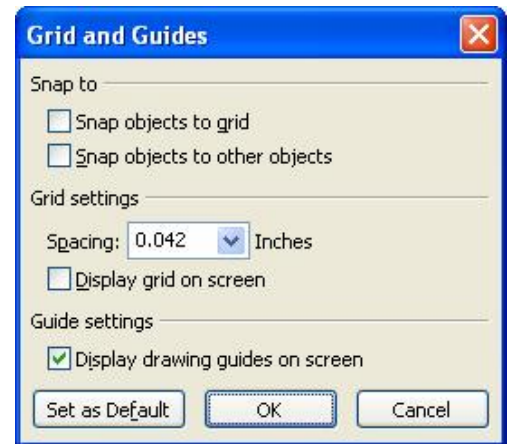
When you copy and paste an object, it ends up superimposed over the original object – no matter where you try to paste it. Instead of copy and paste, to insert a copy in a new location:

1. Select the object.
2. Hold down the Ctrl key.
3. Drag the object to a new location.
4. Release the Ctrl key.

Customize Drawing Guide Positions

PowerPoint gives just one horizontal and one vertical guide line. If you don't want to show a full grid, but want to be able to align to more places than the center. To create guide lines where YOU want them:

1. From the menu choose View \emptyset Grid and Gridlines.
2. Enable Display Drawing Guides On Screen.
3. Select a guide line.
4. Hold down the Ctrl Key while dragging the guide line to the desired location.
5. Release the mouse and the control key.



Keep the Drawing toolbar on your desktop at all times! (Tools \emptyset Customize \emptyset Toolbars \emptyset Drawing)

This is your most valuable resource for design and layout.



Many of the Drawing toolbar buttons have arrows that open valuable pop-up menus.

It is worth your time to learn how to apply every item on every toolbar.

To demonstrate some possibilities:

Semi-Transparent Fill

AutoShapes \triangleright Basic Shapes \triangleright Cube

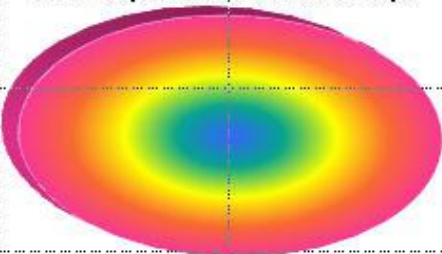
Format AutoShape \triangleright Colors and lines \triangleright Color \triangleright Fill Effects \triangleright Picture \triangleright lock picture aspect ratio and rotate fill effect with shape \triangleright set fill transparency to 50%

Format Object Painter

This wonderful tool lets you duplicate formatting from one object to another. Click the object with the formatting you want to duplicate. Click the Pick Up Object Format button. Click the object you want to take on new formatting. Click on the Apply Object Format button. Presto! The second object is transformed



Add Depth to a Flat AutoShape

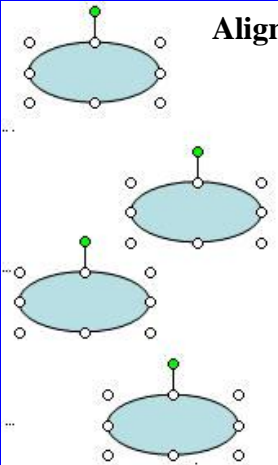


Click and draw an Oval shape

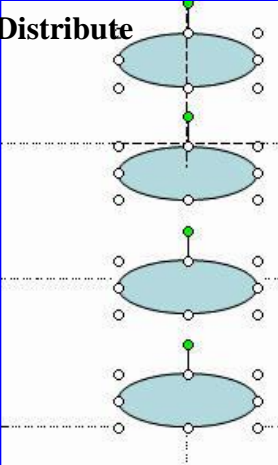
Fill the AutoShape: Format AutoShape > Colors and Lines > Colors > Fill Effects > Gradient > Preset > Rainbow II > Fill Effect from Center > Rotate fill effect with object > OK

Make the AutoShape 3-Dimensional: Click the 3-D button on the drawing toolbar and select a 3-D Setting.

Align and Distribute



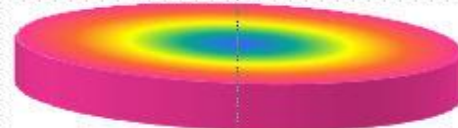
Select all objects by drawing a rectangle around them



Draw > Align or Distribute > Distribute Vertically

Draw > Align or Distribute > Align Left

Rotate a 3-D AutoShape



Add the 3-D toolbar to your desktop: View > Toolbars > Customize > Toolbars > 3-D Settings

Rotate the Object: Select the object > click the Tilt up or Tilt down button until the desired effect is achieved

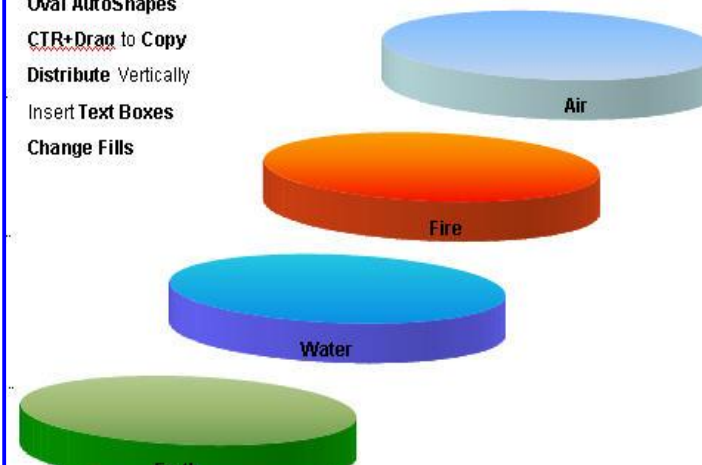
Oval AutoShapes

CTR+Drag to Copy

Distribute Vertically

Insert Text Boxes

Change Fills



Making the Transition: Slide Show to Multimedia

WARNING: Next to presenters reading slides, the most common complaint about PowerPoint presentations is the use of gimmicky animations and/or annoying sounds.

Sound

Use sound only to enhance your presentation's message. If you can't explain how and why you are using a specific sound in your presentation, it probably shouldn't be there. On the other hand, carefully selected sound can make a good presentation great. Sound is most often used for kiosk presentations. However, it may also be used for segments of a presentation when the presenter is not speaking. For example,

- Introduction: Create a self-timed introduction to the topic or speaker
- Cameo: Insert recorded narration from someone other than the presenter with appropriate background slides
- Intermission or break : Insert a 10 minute music clip to play while count-down slides are projected

Linking and Embedding Sounds

Sounds are embedded when they are:

- In WAV format and smaller than the setting in Tools > Options > General > Link Sounds With File Size Greater Than N Setting
- Used as a Slide Transition (WAV only)

- Recorded as narration: the option to link is NOT an option

All other sounds are linked

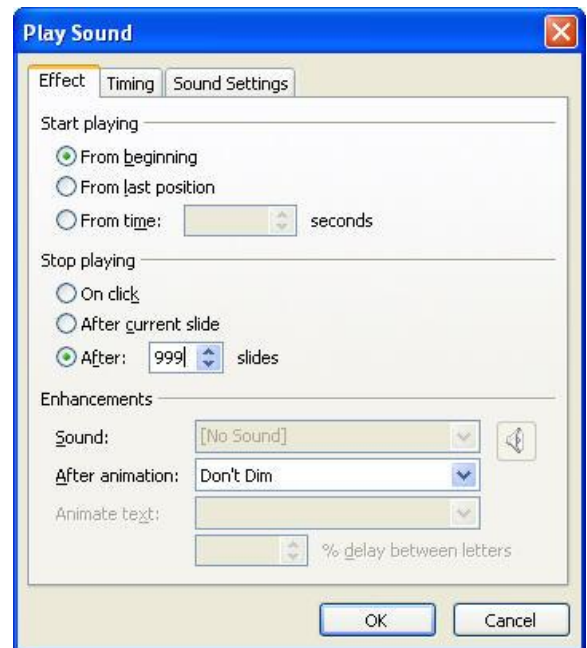
Sound files are system resource hogs. When working with sound it is wise to shut down any unnecessary programs. If your sound file is too large to embed, make certain to move it to the same folder as your presentation **before** you link it to PowerPoint.

Inserting Sound Clips

There are two ways to insert a sound into a PowerPoint presentation.

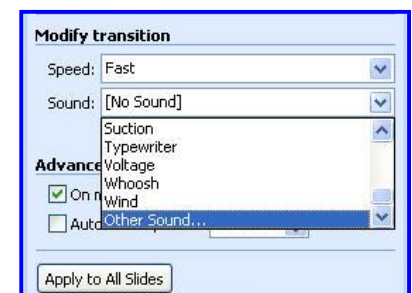
- 1. Insert sound into a slide:** Use this method if you have other animations on the slide. This allows you insert the sound exactly where you want it relative to other animations. You can see how the sound works on the advanced timeline

- In Normal View, click Insert † Movies and Sounds † Sounds From File
- The Insert Sound dialog box opens
- Navigate to the sound clip you want. Select and click OK
- PowerPoint will ask if you want the sound to play automatically. Say yes. (you can always change it later in the Custom Animation task pane)
- A sound icon appears on your slide. **TIP:** Drag the sound icon off the slide if you have set the sound to play automatically. (You'll never need to click it.)
- Right-click the sound icon and choose Custom Animations to open the Custom Animations task pane
- Click the drop-down arrow beside Media † Effect Options to open the Play Sound Dialog Box
- Effect Tab:** You will most often want to start the sound from the beginning. If you want the sound clip to play across slides, or just want to be certain that it plays all the way through, get into the habit of setting "Stop Playing After" to 999 (or some other huge number). This won't stop you from inserting another sound, but it will ensure that your sound will play until it ends or bumps into another slide with an inserted sound (whichever occurs first).
- Timing Tab:** Use this tab to set the when the sound begins: On Click, With Or After Previous, Delays And Triggers
- Sound Settings Tab:** Click the sound icon to open the volume control. Set volume level or mute the sound here. Enable the "Hide Sound Icon During Show" check box. Click OK



- 2. Insert a sound into a slide transition:** This is usually the best choice for sounds that start when a non-animated slide appears. (NOTE: This method can only be used with .wav sound files)

- In Slide Sorter View, right-click the slide you want your sound to start with and choose Transition to open the Transitions task pane.
- Click Sound, Other Sound, Browse to locate sound you want.
- Select the sound.
- Click OK.




Synchronizing Slides and Sound

NOTE: PowerPoint doesn't have a mechanism for maintaining synchronizing sound between slides. Sound and video clips are synchronized with a specific slide or animation: the one you used as an insertion point.

This means that after you have spent countless hours synchronizing a slide show or presentation to a favorite CD track on your machine, there is no guarantee that it will remain synchronized on someone else's machine. In fact, you can't even count on it remaining synchronized the next time you play it on the same machine you used to create it!

But what if it's absolutely essential that you synchronize a group of slides within a presentation? (your CEO's introductory comments, for example). **The two best solutions are:**

1. **Create a movie clip:** Insert the slides into MovieMaker or some other video editing program and synchronize with the sound in the video timeline. Render the movie and insert it into a PowerPoint slide in the presentation. (Insert  Movie from File)

Advantages to this method are:

- This is the easiest way to synchronize sound and slides

Disadvantages:

- Video usually is rendered in too low a resolution to look good as a full screen projection
- Most video editors do a good job of creating transitions between slides, but they won't reproduce any animations you have placed on the slides.
- You can never be sure that another computer will have the correct player installed.

2. **Insert multiple sound clips:** Use a sound editing program like Sound Forge to cut the original sound file into pieces of ten seconds or less in length. Insert each sound clip sequentially into separate slides (or into separate slide transitions if you are using .WAV sound files). Time the slide transitions precisely so there are no noticeable breaks in sound when the presentation is played.

Advantages:

- There is no loss in resolution of the slides
- The presentation will play in any windows machine
- The sound is embedded so there are no links to break a media player

Disadvantages:

- This is slow, tedious work. Don't attempt it when you are short of patience or time!

Transitions and Animations

Truly awesome animation is more often subtle than flashy, and always fits the mood and theme of the presentation. Many if not most of the flashy effects found in PowerPoint animations and transitions should only be used in presentations you are going to show to your family and/or very good friends

Transitions

Transitions determine how one slide moves to the next one. Like all motion, use transitions carefully. As a general rule, seldom use more than two transitions (and never more than three) in a presentation.

NOTE: In PowerPoint, transitions are always assigned to the ENTRANCE of a slide. So if you want SlideA to fade smoothly into SlideB, you need to assign a "Fade Smoothly" transition to SlideB.

You can apply transitions in either Slide Sorter or Normal View. Right-click any thumbnail or slide and choose Slide Transition to open the Slide Transition task pane.

1. Select the slide or slides the transition will be added to.



2. Scroll through the list to select the transition you want. **Tip:** Check the AutoPreview checkbox at the bottom left of the Transitions task pane to see an immediate preview of the transition. If you don't like one transition, just try another.
3. Choose the speed you want for the transition
4. Choose to have the slide advance when you click the mouse and/or after a specific length of time.
5. Choose to apply the transition to the selected slide(s) or to all slides. **Warning:** If you have selected an automatic time for the slide you are working on, it will be applied as part of the transition to all of the slides. Applying a transition to all slides can create a real mess if you have animations on any of your slides.

Animations

Animations are applied to individual objects on a slide. They affect how the object first appears (Entrance); Any special effect – like growing, shrinking or spinning - the object undergoes while it is on the slide (Emphasis); The manner in which the object leaves the slide (Exit) and the path(s) the object follows during any of the previous activities (Motion Path).

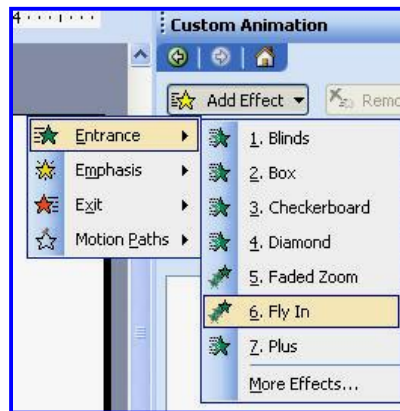
The problem with animation is that it is too much fun! It's really easy to get carried away with them, and nothing will annoy your audience more than loud sounds, laser typewriting and flying objects that appear for no apparent reason. Be careful not to overdo your special effects!

Animating Objects

Applying Animation to an Object

1. Right-click an object
2. Choose Custom Animation from the short-cut menu
3. The custom Animation task pane opens with an active Add Effect Button
4. Choose the category of Animation you want (Entrance, Emphasis, etc)
5. The available options in that category will display in right side of the task pane
6. Choose the effect you want. If the AutoPreview box is checked you will see a preview of the effect. If you don't like it, just keep on checking others.
7. When you choose an animation, the animation is entered in a central window of the task pane and the upper section changes to allow you to add another effect to the same object, Modify or Delete the effect

Applying Animations



Modifying Animations

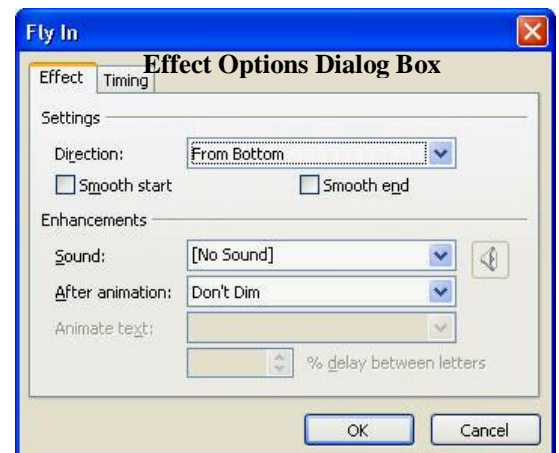


Modifying an Animation

1. Choose how you want the animation to begin (With the previous activity; after the previous activity, or when you click the mouse)
2. Choose what direction your object will enter from (depart to if working with Exit)
3. Choose the speed of the animation (Very Slow, Slow, Medium, Fast, or Very Fast)
4. If your animation is requires even finer tuning, click the arrow beside the animation to open a drop down menu
5. Choose Effect Options to open the Effect Options dialog box

Effect Options Dialog Box

1. On the Effect tab you can change the direction of the effect, smooth out the start or end of the effect, add a sound to the effect (applause, bomb, etc.), or have the object fade after it finishes it's song and dance.
2. On the Timing tab you can change the trigger event that starts the effect, delay the start, change the speed, and make the animation



repeated a specified number of times – or until you click to stop it.

Follow the above steps for each additional animation you want to add.

Multiple animations

Click the arrow beside any animation and Choose **Show Advanced Timeline**. This visual aid is essential for fine tuning the timing of multiple animations.

HOT TIP

When working on complex animations, Dock the task pane horizontally for better animation control

Simply click on the task pane title bar and drag to the bottom of the screen. The task pane docks horizontally.

Links to Sites for PowerPoint Tips and Information

PowerPoint Links Index

Creating Depth in Presentations.url

Comments: MVP Kathy Jacob's site

Title: Creating Depth in Presentations

URL: <http://www.powerpointanswers.com/article1031.html>

Echosvoice com.url

Comments: MVP-Good PowerPoint info and tutorials

Title: echosvoice.com

URL: <http://www.echosvoice.com/index.htm>

Glen Millar Communications.url

Comments: Known for his amazing animations

Title: Glen Millar Communications

URL: <http://www.powerpointworkbench.com/index.html>

PowerPoint FAQ.htm

Comments: Good site for all the stuff that's not in most PPT texts

Title: The PowerPoint FAQ List

URL: <http://www.rdpslides.com/pptfaq/>

Preventing Death by PowerPoint.url

Comments: By Matthew A. Christian, 8/30/2002 PDF available for download

URL: http://www.marshall.edu/it/cit/Presentations/2002/WVNET/Preventing_Death_by_PowerPoint.pdf

Quick Tricks.url

Comments: Sonia Coleman – Great site and really useful tutorials

Title: Quick Tricks

URL: <http://www.soniacoleman.com/>

Sequential Save add-in for PowerPoint.htm

Comments: Freeware from Shyam Pillai that saves sequential versions of the presentation

Title: Sequential Save Add-in for PowerPoint

URL: <http://www.mvps.org/skp/seqsave.htm>

Index Page Generated by [Net Snippets](#)TM

Links to the heart of the current PowerPoint controversy

1. "sociable media // articles by Cliff Atkinson," http://www.sociablemedia.com/articles_norman.htm
2. "Edward Tufte: Books - Essay: The Cognitive Style of PowerPoint," http://www.edwardtufte.com/tufte/books_pp
3. "Edward Tufte on Boeing's Challenger slides," http://www.edwardtufte.com/bboard/q-and-a-fetch-msg?msg_id=0000Rs&topic_id=1&topic=Ask%20E%2eT%2e
4. "Grist: More Power Than Point," <http://www.inc.com/magazine/20030801/ahanft.html>
5. "Killing me Microsoftly with PowerPoint," <http://www.chicagotribune.com/news/showcase/chi-0301050396jan05.story>
6. "Wired 11.09: Learning to Love PowerPoint," <http://www.wired.com/wired/archive/11.09/ppt1.html> "PowerPoint is Evil," <http://www.wired.com/wired/archive/11.09/ppt2.html>
7. "Preventing Death by PowerPoint," <http://www.marshall.edu/it/cit/Presentations.pdf>
8. "The Gettysburg PowerPoint Presentation," <http://www.norvig.com/Gettysburg/index.htm>
9. "PowerPoint Remix (Aaron Swartz)," <http://www.aaronsw.com/weblog/000931>

PowerPoint is NOT the problem. The problem is bad talks, and in part, this comes about because of so many pointless meetings, where people with - or without - a point to make - have to give pointless talks. The problem is that it is difficult work to give a good talk, and to do so, the presenter has to have learned how to give talks, has to have practiced, and has had to have good feedback about the quality of the talks - the better to improve them. ...

Slides should be used only when there is a need for visual aids. Most talks have no such need. Outlines and bullets are aids to the speaker, but the speaker should use them as cues to talk - not read, not lecture - talk - with the audience. There is no need for the audience to see the speaker's private notes. The best talks I have ever heard had no slides at all. The best talks I have ever presented had no slides. And today, my best talk has a lot of photographs and only a few slides with words - only three words total, to be precise, for the entire one hour talk (not counting the title slide). ...

My favorite slide is one that is all black. I ask the facilities people to turn up the lights when that appears. Then I can communicate with the audience. When I show slides - and almost all of my slides are photographs that illustrate things I can't otherwise describe - then the lights go down. But for talking, it is best to have no slides, and all the lights.

Don Norman, cofounder of the [Neilsen Norman Group](http://www.neilsennorman.com) and author of the classic [The Design of Everyday Things](http://www.designmatters.com), in an interview with Cliff Atkinson, www.sociablemedia.com

Imagine a widely used and expensive prescription drug that claimed to make us beautiful but didn't. Instead the drug had frequent, serious side effects: making us stupid, degrading the quality and credibility of our communication, turning us into bores, wasting our colleagues' time. The side effects, and the resulting unsatisfactory cost/benefit ratio, would rightly lead to a worldwide product recall.

Edward Tufte, from [The Cognitive Style of PowerPoint](http://www.edwardtufte.com).