PowerPoint* Primer via FAQs

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*PowerPoint 2010 for Windows
Starting Up the Slide Show

Q: What key do you hit to start the slide show with Slide #1?

[F5]
Q: What keys do you hit to start the slide show on the slide you are working on or are viewing in Slide Sorter?

[Shift + F5]
Q: What icon do you hit to start the slide show with the slide you are working on?

(Lower tool bar)
Q: When in a slide show, how many ways can you advance slides?

At least 6 ways

[Enter] [PgDn]  
[→] [Spacebar]  
[↓] Left click
Question: What about going back to a previous slide? How many ways?

At least 4 ways

[Backspace]

[←]

[↑]

[PgUp]
Q: How do you change the way a slide transitions from one to another?

Transitions Tab & choose transition

Click for more types

Samples follow...
Q: How do you change the way a slide transitions from one to another?

Sample

FADE

Click the transition icon to preview the transition.
Changing Slide Transitions

Q: How do you change the way a slide transitions from one to another?

Uncover down
Q: How do you change the way a slide transitions from one to another? 
Wipe
Q: How do you make a build series within a slide?

1. Click the custom animation icon and click on the effect, e.g., “Fade,” “Uncover down,” “Fly in,” etc.

*On this slide, see “Click to add notes” for instructions on how to put the icon on the toolbar*
2. Click the Animation Icon under
Calling Up Any Slide

Q: During a presentation, how can you pick & show any slide instantly?

Enter the slide no. and hit [Enter]
Q: What are the best fonts to use?

San serif fonts

e.g., Arial or Tahoma instead of

Courier or Times New Roman
Q: How can I emphasize parts of my slides?

- Use underlines
- Animate with a “Build series”
- Insert images

The key is **Contrast**!
Basic Slide Design

Q: What are the basic rules?

- **Copy Guideline – Rule of 7’s**
  - 7 words per line
  - 7 lines per slide

- **Minimum Point Size Guideline**
  - Titles = 40 pts
  - Sub-heads = 32 pts (28 pts min)
Inserting Video Files

Q: Is there time enough to show how to insert video files?

If yes, manually skip to Slide #21
(Remember how? Key in 21 & [Enter])

If no, go to summary (next slide)
Final PPT Tips & Checks

- Give all slides descriptive titles
  - *(What your slide will tell them)*
- Sequence slides to be identical to handouts / outline
- No. your slides (on Slide Master)
  - *(Insert > Text > Slide Number)*
- Practice & time yourself
  - *(With real time usage of slides)*
Break a leg!
Q: What’s one way to put video clips into a slide show?

To start clip by clicking on an icon:

Insert>[Illustrations]>Shapes>[Action buttons]>Run Program
>Browse for file (see that File of type: is set to All files *.*)
OTC Products for GI Symptoms

- Self-medication for a specific GI distress symptom
Q: What’s another way to put video clips into a slide show?

Click on Movie Clip icon & browse for file

Inserting Video Files - 2
New OTC Product for Men
Final PPT Tips & Checks

- Give all slides descriptive titles
  - *(Tell what your slide will tell them)*

- Make sequence slides identical to handouts / outline

- No. your slides (on Slide Master)
  - *(Insert > Text > Slide Number)*

- Practice & time yourself
  - *(With real time usage of slides)*
If you would like a copy of this *.pptx file (next week)...

http://pharmacy.ucsd.edu/faculty/experiential.shtml
Break a leg!