

Pointers for PowerPoint Presentations



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Overview

Blue text at the bottom of slides show how to choose the function on the menu bar discussed in the presentation.

Template for Presentation

When starting a PP-presentation you must “choose an autolayout” of the slide.

We recommend that, in general, you choose the **second to last autolayout** (title box only). If only a title is entered into the title box, then the left part of the PP-screen can be used to organize the talk and have an overview of most slides at all times.

A mistake often seen is that the content of the entire slide is entered into the title box. This makes the organization screen on the left much less useful.

Using this autolayout further allows you to use the “arrow” and “page up and down” buttons to scroll through the whole presentation.

Template for Presentation

When starting a PP-presentation, font and size can be chosen and saved as a template for future presentations.

Open a new PP-presentation

Choose Title and text box font

"File" – "Save as" – Fill in "File name" – "Save as type":
choose "template"

This will save the template in the "Template folder"

Next time you open PP, go to

"File" – "New" – "General", then click on chosen name

Insert new Slide

Two ways:

“Insert”-“New Slide”

“Insert” – “Duplicate slide” Advantage: font size, format ... is preserved and words *e.g.* titles, symbols can be recycled. This can save time.

Font Choices

Type: Use a font that can travel between computers, *e.g.* Arial or Times New Roman

Size: For titles, sizes between 32 and 44 are a good choice
For text, on slides ≥ 22 .

References can be ≥ 14 (to be viewed on computer only,) ≥ 18 to be viewed on screen in lecture hall.

Always keep in mind the bigger the better. The font size needs to look overwhelming on the computer screen, then it has a good size for a projector screen.

•Size 12

•Size 14

• Size 16

• Size 18

• Size 20

• Size 24

• Size 28

• Size 32

• Size 36

• Size 40

• Size 44

Size choices

Fonts:

The word “time” written in different font types. On some screens the letters i and m tend to run into each other depending on font type.

Time (Bookman)

Time (Arial)

Time (TNR)

Time (QTH)



Background Color



Keep the background simple.

Fill effects can distract from scientific content and decrease readability.

When color gradients are used part of the slide is often hard to read because the font color works either on the lighter color or the darker color.

See examples next slide.



To insert background color: “Format” - “Background”

“Apply” will only apply the color to this one slide

“Apply all” adds the color to all slides



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Background Color

Black and white?

Yellow and blue?

White and blue?

White and black?

Background, Issues to consider

A black background with white text gives the highest contrast. However, in a lecture room it will eliminate all the light of the projection screen and darken the room considerably. (Snoring and dreaming soon starts.)

See next slide

Background, Issues to consider

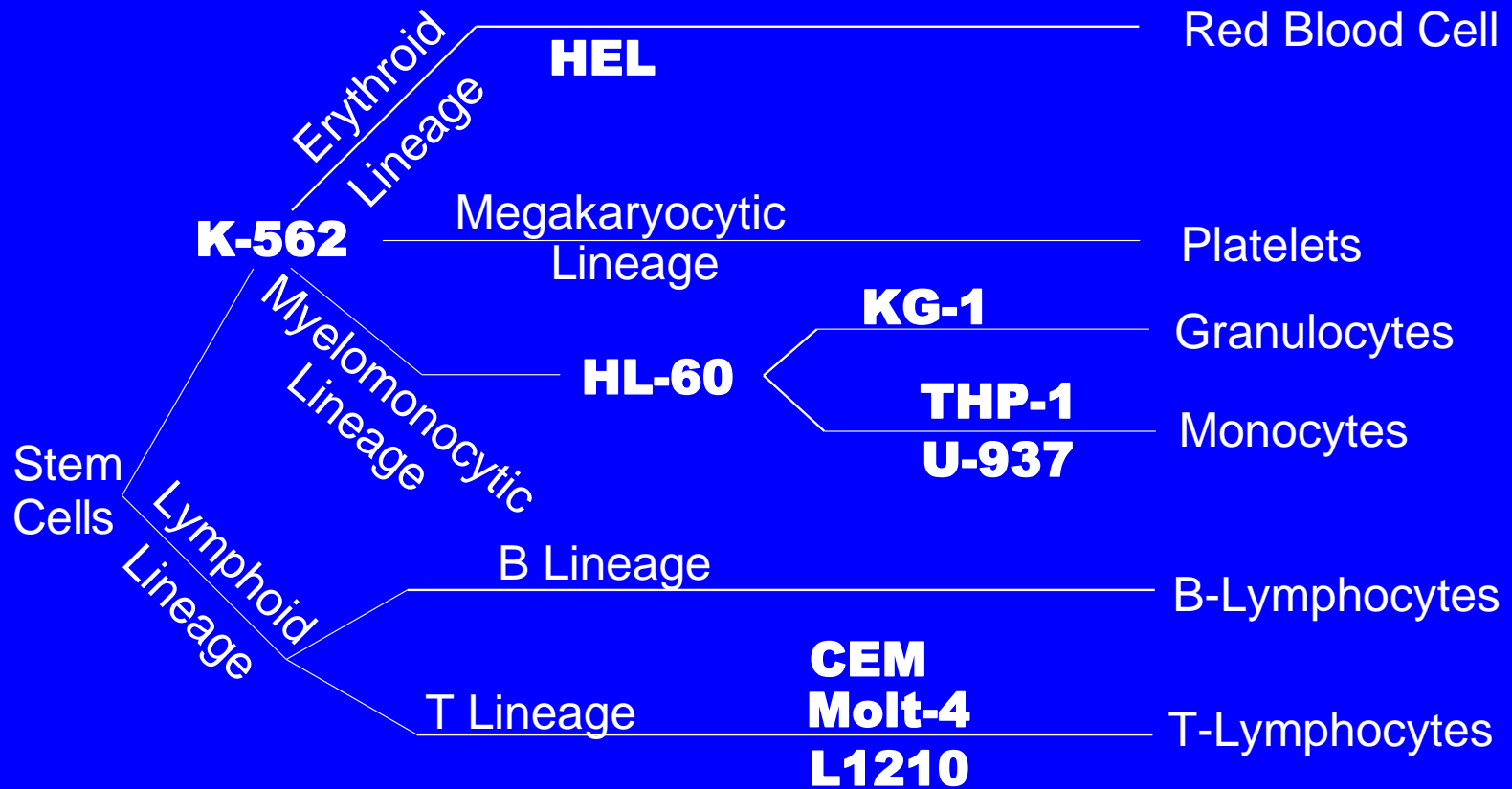
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Background, Issues to consider

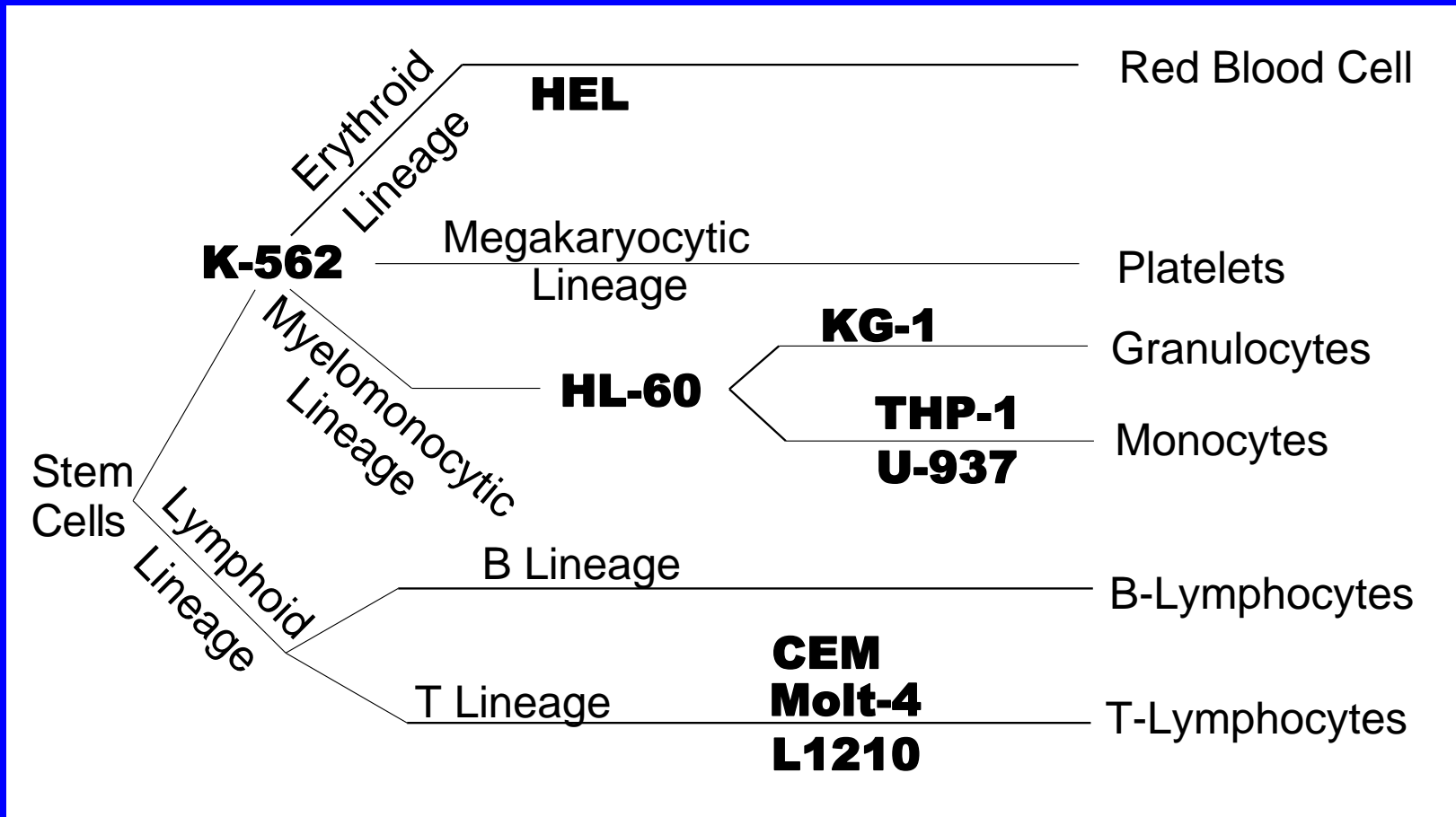
When choosing a background color, a way to highlight figures and make them easy to read is to place the figures into a white frame.

Compare the next two slides.

Leukemia cells



Leukemia cells



Text Color

Choose dark colors on bright (white) background

Choose bright colors on dark (blue) background

See next slide

Tip: Whatever color scheme you chose, don't forget that part of our population is color blind, especially red/green blind. Red is not a good color if you want to highlight words or figures!

Color choices

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Design Template

Advantage:

- Looks pretty

Disadvantages:

- Loss of valuable space: *e.g.* a quarter of the slide is lost to two colorful lines or whatever is chosen.
- Can be distracting.

Examples next slides

To insert template: “Format” – “Assign Design Template”



Design Template

The upper quarter of the slide is wasted



Design Template

The Design Template freezes up a lot of space on top and left side of the slide.

This reduces space available for data.

Footer and Header

Footer and header can be included into a PowerPoint presentation:

The three boxes in the footer can be merged into one by copying the >#< sign for the page number into the middle footer box and deleting the other two boxes. When done with the footer, simply got to [view/normal](#).

See next slide

[Footer and Header: “View”- “Master” – “Slide Master”](#)

Click to edit Master title style

- Click to edit Master text styles
 - Second level
 - Third level
 - Fourth level
 - » Fifth level

>date/time<

>footer<

>#<

Click to edit Master title style

- Click to edit Master text styles
 - Second level
 - Third level
 - Fourth level
 - » Fifth level

>footer<

>#<

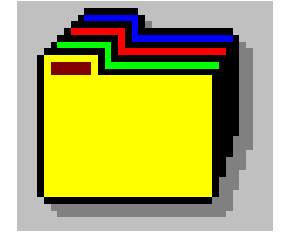
Animation



- **Great to emphasize a point, but don't overdue it.**
- **Animation makes files larger.**
- **Animation can cause problems if a file is converted into PDF format.**

To activate animation: “Slide Show” – “custom animation”

Save As



There are different ways to save a PowerPoint presentation

1. As “**presentation**”: This will allow you to make changes to the presentation.
2. As “PowerPoint **Show**”: This will bring up only the show. Good when giving a talk or placing the file on the internet.
3. As “**PDF**” file: usually reduces the size of the file and makes it somewhat more secure for the web.

“**File**” – “**Save as**”- scroll down “**save as file**” box

Pasting Figures!!!!

There are various ways to paste in figures and scans.

“**paste**”: If the general paste function is used, figures will “remember” information from the original programs. This can make the file huge.

“**paste special**”: To keep PP-files small and manageable consider using the **paste special function!**

(See next slide)

Paste special

In your Menu list go to

“Edit”

“Paste special”

Choose either “Picture” or “Picture (jpeg)”

This will cut all the links off the figure and collapses the file size.

Only disadvantage: you cannot make changes to the figure anymore. Therefore, it is important to have the original figure, scan, or graph saved on your hard drive in case changes need to be made.

File size too big

If the PP-presentation is too big to send *via* E-mail, ask the author to:

- A. Cut out all the figures and paste them in special. That takes not more then a couple minutes. Just go to each figure, click “**cut**” and click “**paste special**” “**Picture**”.
- B. Or divide the PP-presentation into 2 or more files and E-mail it in pieces.

Printing

There are various way to print your presentation:
The following are generally used:



As **Slides**: This prints a slide per page. Using the gray scale mode helps if dealing with color slides

As **Handouts**: One can choose to have 2-6 slides on a page. If slides are printed out for a workshop book, no more than 2 slides per page should be chosen so that they are readable.

Using the hand out mode will automatically eliminate the background color but print the design template.

The “Alt” Function

Your new life saver !!!

By default, any time you draw, resize, or move a shape or other object, it will position or "snap" to the lines in an invisible grid. This grid of evenly-spaced lines helps align objects more precisely.

To temporarily override settings for the grids and guides, press “**ALT**” on your key board as you drag or draw an object. This allows you to align objects more precisely.

Tables

Tables are still a real problem in PowerPoint.

Best approach we found is to **make a table in Microsoft Word** and then “**paste it special**” into PowerPoint as a **picture**.

Again, the font size should be at least 20. If there are too many items in the table, then a regrouping and dividing of the table over several slides should be considered. (See the next 2 slides.)

HIF-1 Has More Than 50 Target Genes

Adenylate Kinase 3
 α_{1B} -Adrenergic receptor
Adreneomedullin
Aldolase A
Aldolase C
Endothelin-1 (ET-1)
Enolase 1 (ENO1)
Erythropoeitin (EPO)
Glucose transporter 1
Glyceraldehyde phosphate
dehydrogenase
Heme oxygenase 1
Hexokinase 1
Hexokinase 2
Insulin-like growth factor 2
(IGF-2)

IGF binding protein 1
IGF factor binding protein 3
Lactate dehydrogenase A
Nitric oxide synthase 2 (NOS2)
p21
p35srj
Phosphofructokinase L
Phosphoglycerate kinase 1
Plasminogen activator inhibitor-1
Pyruvate kinase M
Transferrin
Transferrin receptor
Vascular endothelial growth
factor (VEGF)
VEGF receptor FLT-1

Font size is too small. Break table down into genes with similar function.

More Than 50 Target Genes

Aldolase A

Aldolase C

Enolase 1 (ENO1)

Glucose transporter 1

**Glyceraldehyde phosphate
dehydrogenase**

Hexokinase 1

Hexokinase 2

Lactate dehydrogenase A

Phosphofructokinase L

Phosphoglycerate kinase 1

Pyruvate kinase M

**Glucose
/Energy
Metabolism**

Figures

- Make them **BIG**.
- Use all the space on the slide
- Label data in the order of appearance
- Make the symbols huge
- Check the axis in case letters got cut off

See next example slides

Trash cans during the work day

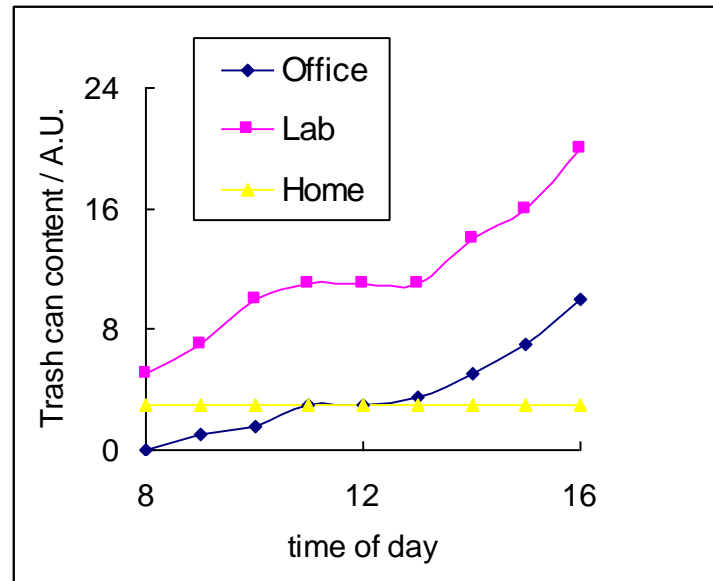


Figure 1: A poor example for a figure slide

The symbol and text size is too small. The color choice is bad. The space on the slide is wasted. The title not informative.

Trash cans fill up during the work day

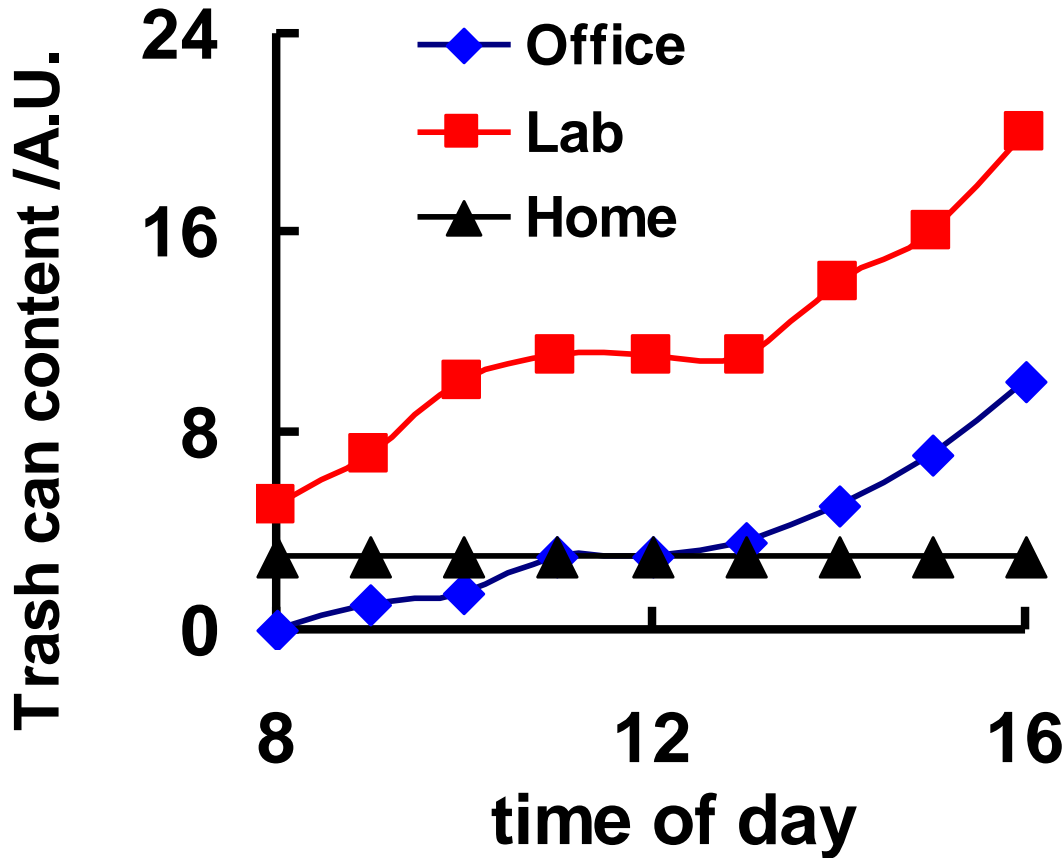


Figure 1: A good example

Symbol and text sizes are appropriate.

The color choice is good for a white background.

The space on the slide is used well.

The title is informative.

Conclusion

There are many more things one can learn about PowerPoint.

We hope that this introduction to the things we have learned is helpful and gets you jump started.

