





Lunch & Learn Series: PowerPoint

With Hailey Crowell from
Grafton Regional Development Corporation

 Mute when you're not talking

 Put your video on if you're able and comfortable doing so

 Stop me at any point to ask a question!

 If you have something to contribute to what I'm saying feel free to say it or post in the chat 



1

What You Want to Learn

2

Tips & Tricks

3

Examples

What You Want to Learn About

Video &
Sound
Integration

Templates

Smart
Formatting

Animations
&
Transitions

Tips & Tricks

1. Design, style & template

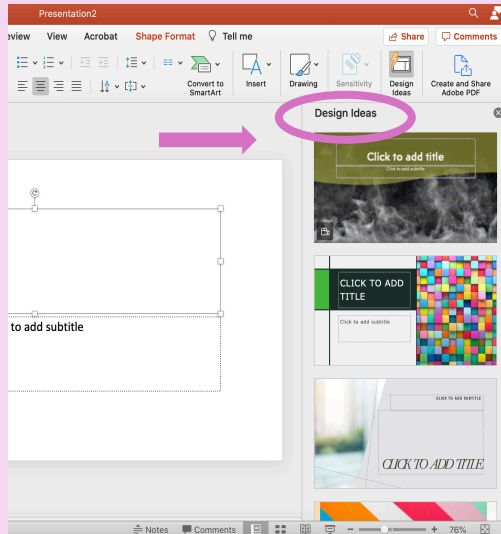


Figure out what the tone of the presentation is: professional, fun, creative, informative, etc.

Pick 1-2 main colors and 1-2 secondary colors and build your presentation with them

Company colors

Color palettes you like

Seasonal colors

When in doubt go simple

Light background color, dark text

Bold headers, small explanatory text

Easy to read fonts

Contrasting colors when putting text over a colored background

2. Free online templates



Slides Carnival



Offers PPT or Google Slides for download



Diagrams & infographics included



Slidehunter



Need to create an account



24slides



Need to create an account



Free Stock Images



Unsplash



Pexels






Pixabay

3. How much text is too much text?

Your text should be minimal and
only include **key things** about
what you're saying

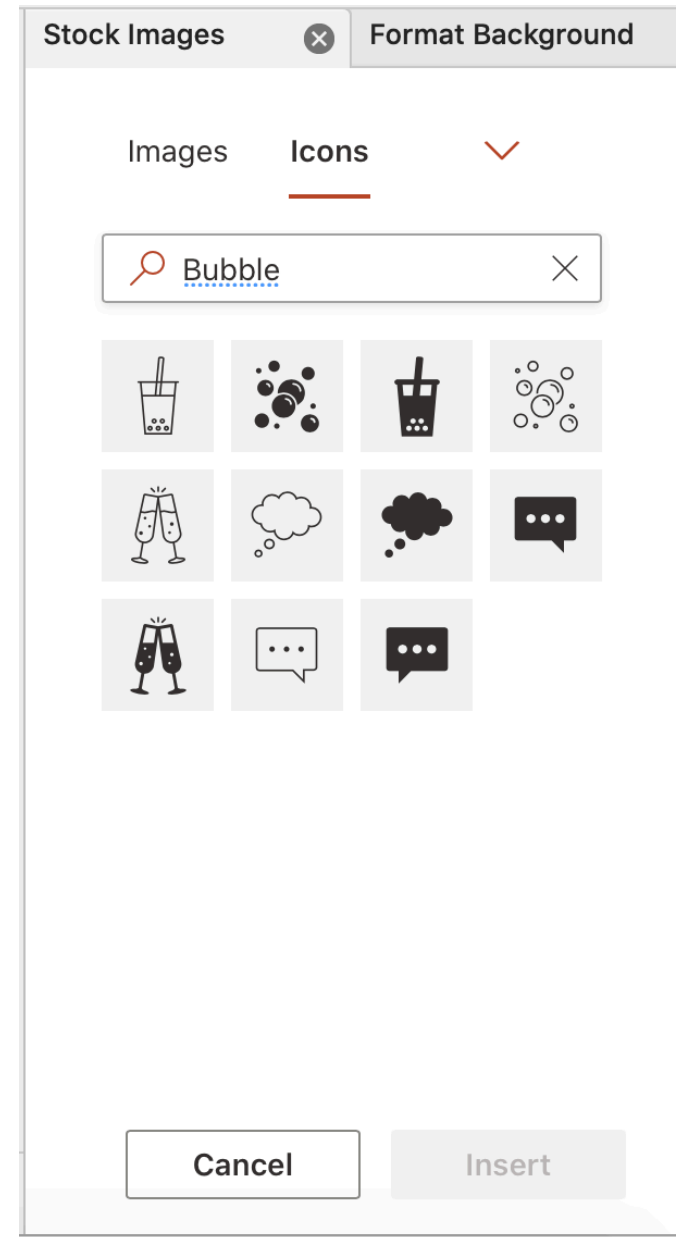


-  No paragraphs
-  Minimal sentences
-  Break it up & space it out. Add dimension! You've got the whole slide.

4. Graphics

Graphics should be used to emphasize or accent a specific point, topic, word, or idea.

Insert -> icons



5. Smart Formatting


- 👤 Left or center alignment
- 👤 Header on the top or left side
- 👤 Graphics or images should be opposite text

👤 Decide the focus of the slide and build everything around it



5. Smart Formatting

If the text is the focus, include an image or graphic that fits around the text

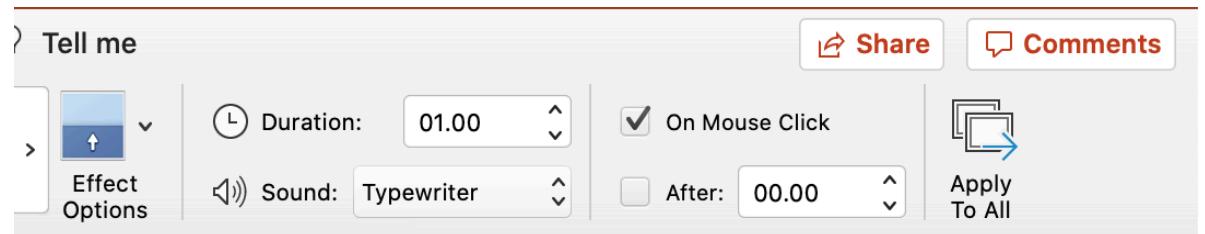
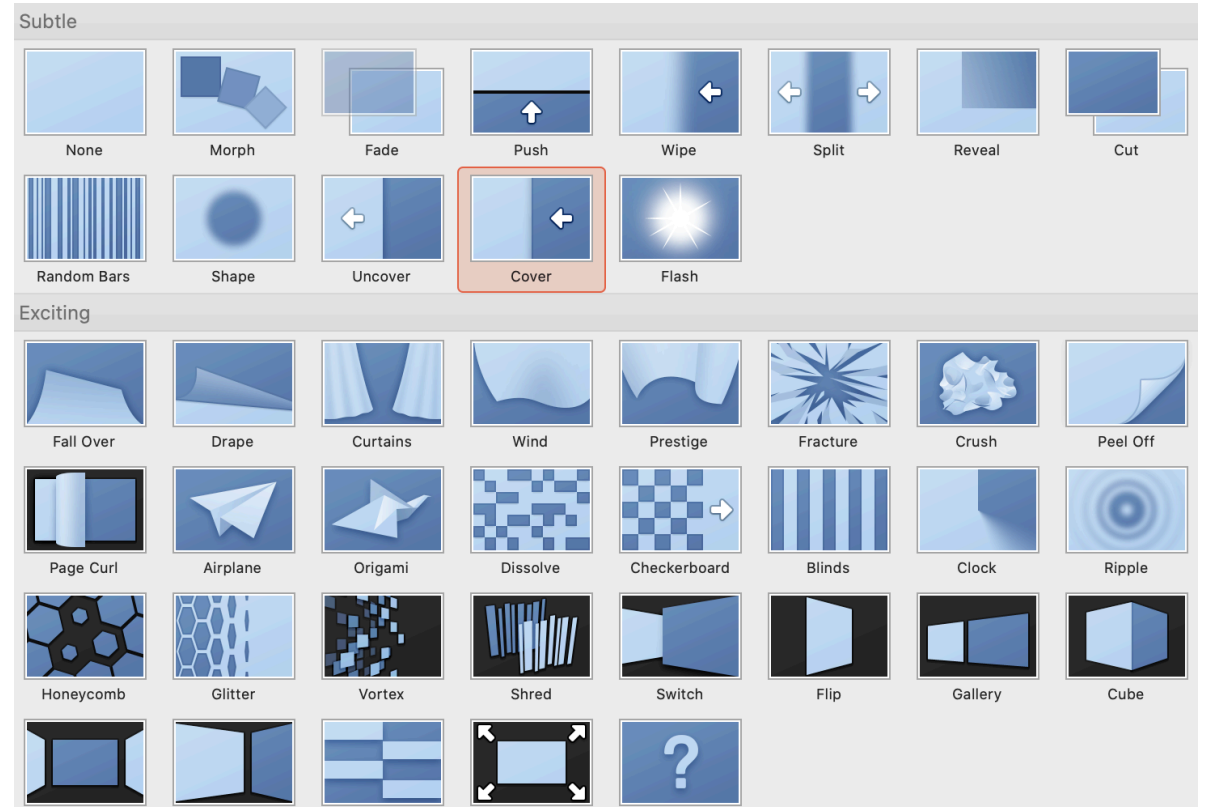


5. Smart Formatting

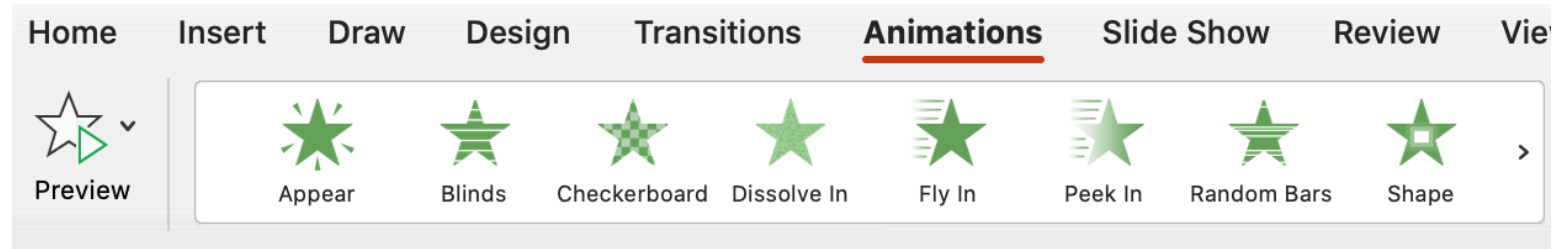


If the image/graphic is the focus,
fit the text around it

6. Slide Transitions & Animations



6. Slide Transitions & Animations



Animations



Exit Effects



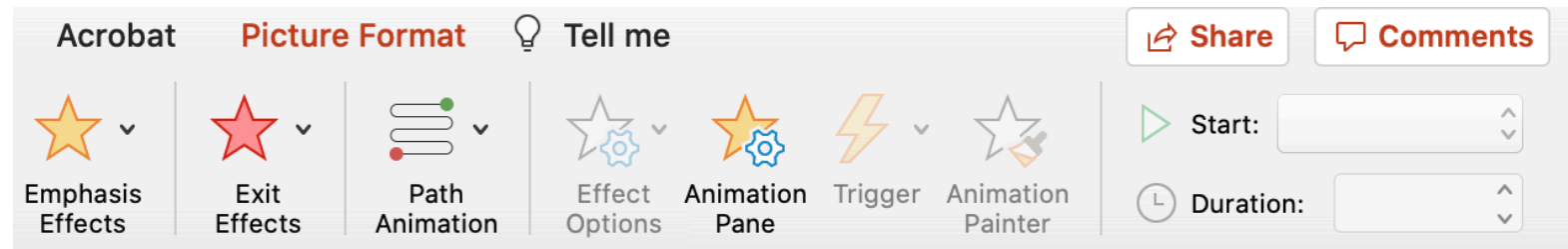
Emphasis
Effects





Path Animation



Animation Pane

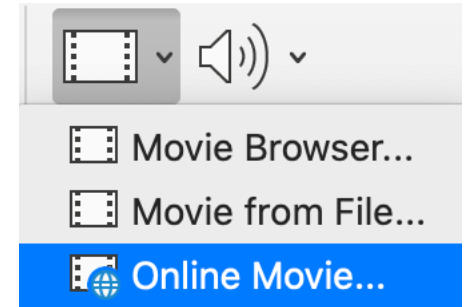


6. Slide Transitions & Animations

-  If you do add transitions or animations make sure they aren't too for your audience
-  If they aren't adding any significant value to your content, get rid of it

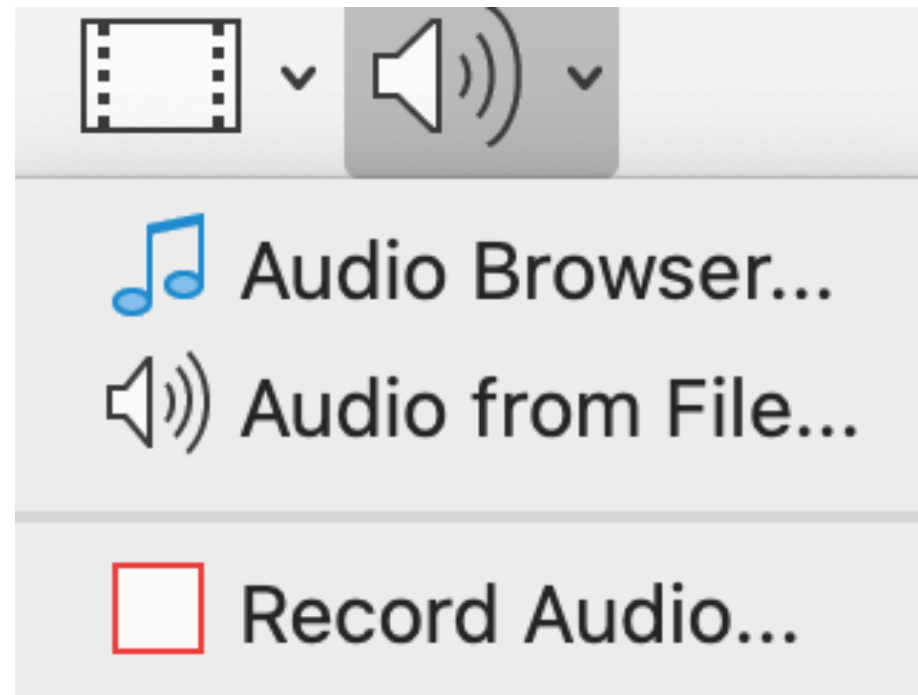
7. Video & Sound Integration

- 👤 Adding a video
- 👤 Imbedding a video

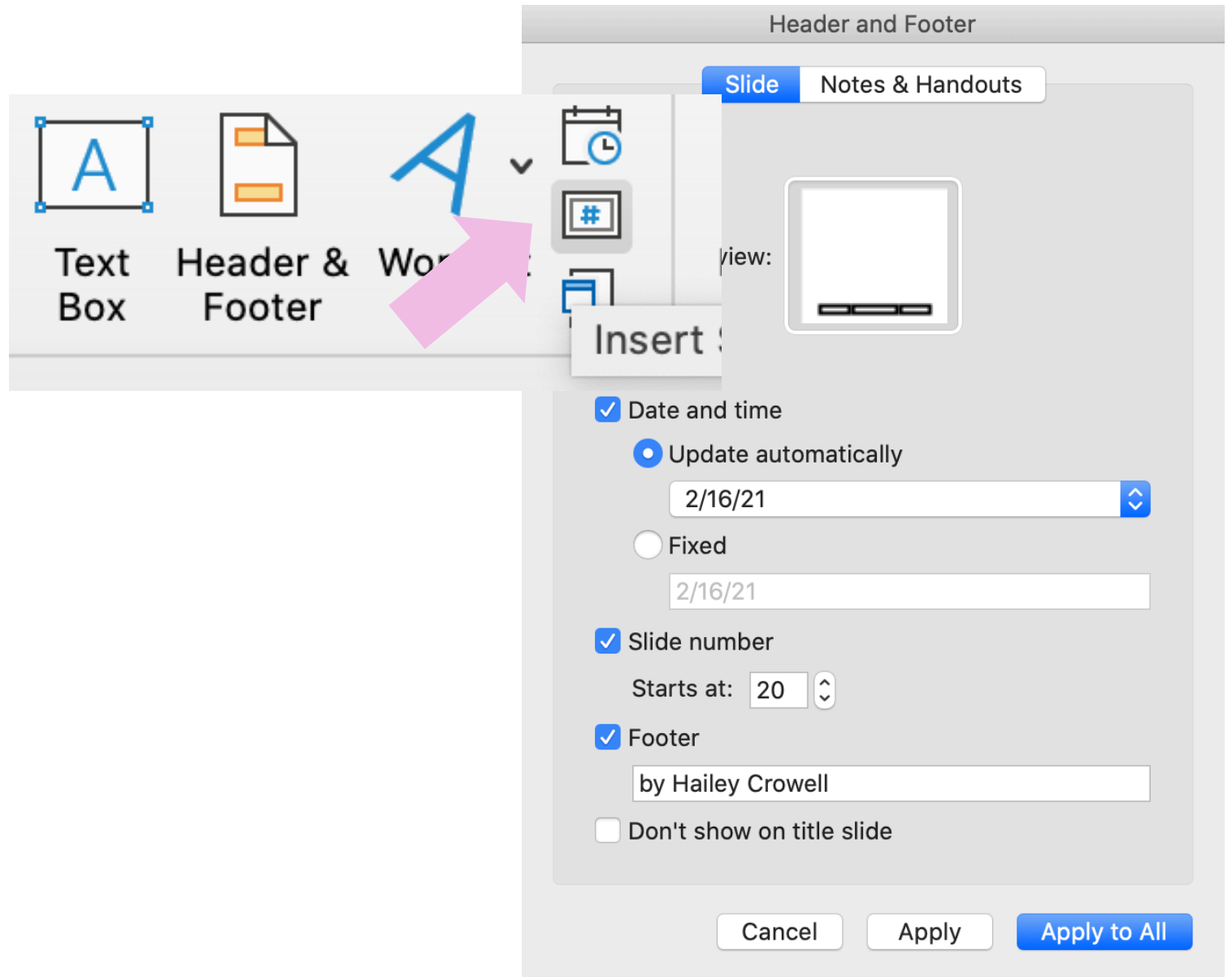


7. Video & Sound Integration

- 👤 Including sound/narration
- 👤 Insert -> audio



9. Adding Page Numbers, Footers, Headers, Date & Time



10. Speaker Notes

- Where to write your talking points
- Presenter View
- Slide show -> presenter view

End Show Tips Use Slide Show

0:14 9:14 PM

10. Speaker Notes

- Where to write your talking points
- Presenter View
- Slide show -> presenter view

Click to add notes

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Next slide

11. Rehearse Timings & Record Slideshow

Click to add notes

Other Options

- Customize, easy templates
- Google Slides
- Team sharing

Click to add notes

Notes Comments

73%

11.

Rehearse Timings & Record Slideshow



Other Options

- Canva.com
 - Creative, easy templates
- Google Slides
 - Team sharing



THANK YOU!



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