COMPSCI 111 / 111G

Mastering Cyberspace:
An introduction to practical computing

PowerPoint

Introduction

PowerPoint

- Bob Gaskins
- Released 1987 for the Macintosh
- Bought by Microsoft in 1987

Office Suite

- PowerPoint
- Word
- Excel

PowerPoint today

Standard presentation tool

- Widely used
- Widely accepted

Some problems

- Poor compatibility
- Criticism

Criticisms

Edward Tufte

- PowerPoint is evil
- PowerPoint *constrains* the presenter
- Ideas forced to fit PowerPoint limits
- Tables / Data forced to fit PowerPoint
- Poor presentations

http://www.wired.com/wired/archive/11.09/ppt2.html

"Death by PowerPoint"

Poor presentations that use PowerPoint
- Reading from the slides
- Poorly designed slides

Advantages

Benefits
- Easy to use
- Widely used
- Create consistent presentations
- Experiment with layout

Multimedia Presentations
- Colour, Sound, Pictures
- Animations, Movies

Concepts

Slide
- Overhead Transparency
- Screen of information

**Contains**
- Heading
- Content
- Footer

Content

Content organized into hierarchy
- Uses bullet points
- Five possible levels in hierarchy

Top level
- Second level
  - Third level
    - *Fouth level*
      - » Fifth level

Slide Layout
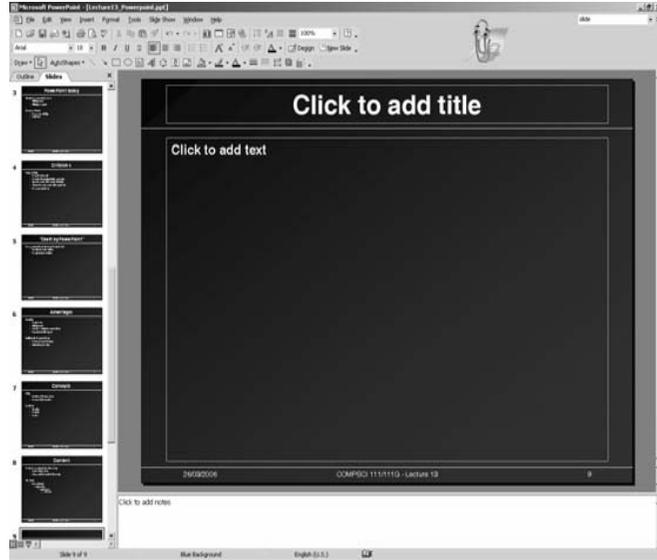
Layout

Standard layouts provided
- Allows content to be displayed using different designs
- Examples
  - Two-column text
 - Text and pictures
  - Multiple pictures
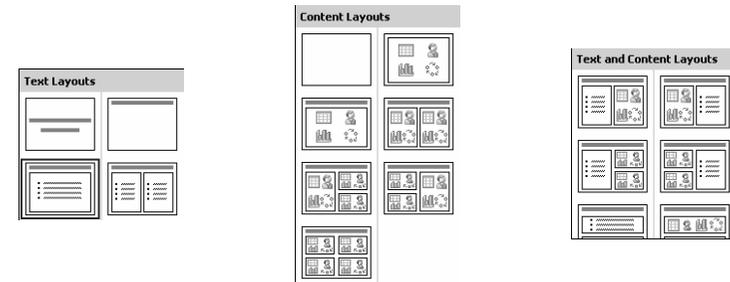
Layout Example
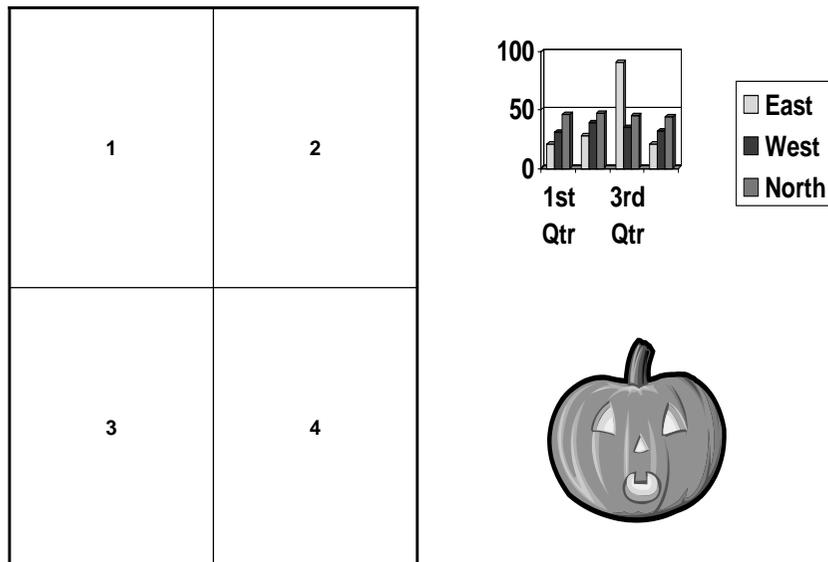
Slide Design

Design Template
- Background
- Colour scheme
- Font style
- Size and location of content boxes

Examples
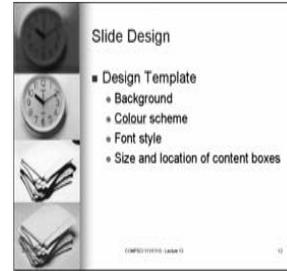
Design your own template

Master Slides
- Define the style used for all slides in presentation
- View → Master → Slide Master

Background
- Format → Background
- Fill with Simple colour, Gradient, Pattern, Picture

Slide Transitions

Animation as one slide replaced by the next
- Slide Show → Slide Transition
- Style
- Sound
- Speed

Animation Schemes

Slideshow → Animation Schemes
- Apply to entire slide
- Main heading animated using scheme
- Content uses more subtle animation

Adding Animation

Slide Show → Custom Animation
- Apply to any element on the slide
  - Text, Picture, Drawing
- Add Effect: Entry, Emphasis, Movement, Exit
- Set condition to trigger animation
- Speed and timing
- Repetition

Example of repeated animation

Animation: Starting Conditions

When the animation starts
- Start on click
- Start with previous
- Start after previous

| Start on click | Start with previous | Start after previous |

| Multiple effects
First effect starts after previous
Other effects start with previous |
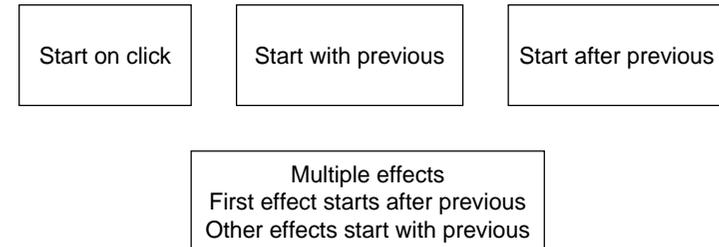
Animation: Entrance

**Entry animations used to animate the appearance of an object**
- Many different styles of animation used
- Divided into broad categories
  - Basic
  - Subtle
  - Moderate
  - Exciting

Animation: Motion

Text / Object Motion
- Define a path that the object follows when animated
- Choose a predefined path or define your own
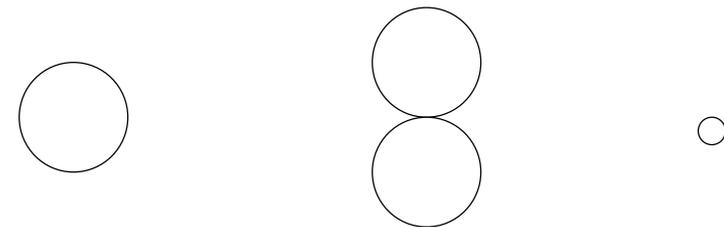
Animation: Exit

Exit animations used to animate the disappearance of an object

- Similar to the Entry animations
- Divided into broad categories
  - Basic
  - Subtle
  - Moderate
  - Exciting

Animation: Effect Options

Right-click on animation effect in Custom Animation

- Choose Effect Options
- Examine the available options

Very Slow	Very Slow	Very Slow
Emphasis Spin Effect Option: All at once	Emphasis Spin Effect Option: By Word	Emphasis Spin Effect Option: By Letter
Very Fast	Very Fast	Very Fast

Slide Notes

View → Notes Page

- Enter additional notes about a slide
- Not displayed when presenting
- Can be printed

Printing

Print options

- Slides
- Handouts
- Notes