How to use Powerpoint

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Do formatting on the master

Get the master view with
– View>Master
Get rid of the master view with
– View>Normal
Avoid formatting individual slides
Do color with a color scheme

Right panel
  – Slide design > Color Schemes
  – Edit color schemes…

Set all the colors to be useful colors

Use colors from the scheme
  – Ignore the names
  – Avoid using the more colors option

Poor man’s animation is usually enough

Make things appear and disappear
  – Copy slides
  – Edit the content

Animation lets you do horrible things
  – But you sometimes need them
  – When you use an effect, make sure it adds something.
Don’t fine tune till the talk makes sense

Fine tuning is things like
– Making drawings and other art
– Getting the wording exactly right
– Organizing things across slides

Talk makes sense if
– It’s the right length
– It’s in the right order
– It makes a clear, comprehensible argument

Practice talks

Rough draft – for coauthors
Working draft – for lab
Real draft – for wide audience
Practice talks help a lot

Making an argument
Deciding what content is needed
Understanding the flow of the talk
Timing – knowing how much you can say

Tricks for making things fast

Write diagrams on paper and scan them
  – Hill 354
  – ARC – media scanning room

Brainstorm…don’t polish!
Little powerpoint secrets

Keyboard shortcuts
– Ctrl-M is new slide
– Shift-return is newline without new point so here you can format something sensibly
– F-5 starts the show from the beginning
– “screen” (or toilet) icon starts show from where you are