

PowerPoint

If you have used PowerPoint before, this will be easy! If you have never used PowerPoint, please familiarize yourself with the program using one of the many online tutorials or the Help section.

Opening the Template

This template includes two pages. The title/close slide is designed for use at the beginning and end of your show. The content slide is for the body of the presentation.

Before using the template for the first time, you should save it as a PowerPoint design template. This will keep the original template from being changed when you create your slides.

1. Save the template to your hard drive.
2. Open it up in PowerPoint.
3. Click “File > Save as...” and select “Design Template” as the file format (There is a dropdown box labeled “Format” in PowerPoint 2004 and “Save as File Type” in PowerPoint 2003). PowerPoint will save the template into the folder where templates are stored. You may want to choose a distinctive file name to distinguish your template from your final product.

Using the Template

To use a design template that has been saved in PowerPoint, start PowerPoint. Select the template from the “My Templates” group in the Project Gallery in PowerPoint 2004, or from “Templates on my computer” in the new document Task Panel in PowerPoint 2003.

1. The first and last slide in your presentation should be a title slide, which uses the first page of the template that includes the Cooperative Extension logo. To accomplish this, select “Title Slide” from the layout options in PowerPoint.
2. All of the additional slides (content slides) should use the second page of the template. To accomplish this, select one of the content pages from the layout options in PowerPoint. The content slides work just like any PowerPoint slide template, so you can insert text, graphics, audio and video as you normally would.
3. Use the Arial font for all presentations. To change the point size, use the drop down box from the “Format” toolbar.
4. On the content slide, you can also create a hierarchy with smaller fonts by using the Tab key. To do this, enter the type you want at the regular size and do a hard return (the Enter key) to place your cursor on the next line. Next, use your Tab key, and a dash will appear instead of a bullet. When you begin typing, the font size will automatically be smaller! You can drop three font sizes using the Tab option in the content slide.
5. For consistency, we request you do NOT change the template in any way.

Helpful Hints

There are few things more boring than watching someone read a PowerPoint presentation! In general, use one or two slides per minute, and write bullets, not complete sentences. Only use four to five bullets per slide. Use more pictures! If words are all you have to convey, consider a handout. Don't overdo animation. Like a spice, a little livens up the presentation, but too much overwhelms the content.

To learn more about creating effective PowerPoint shows, see Microsoft's primer for quick tips. (Please link the word "primer" to this URL < <http://www.microsoft.com/smallbusiness/resources/technology/business-software/presenting-with-powerpoint-10-dos-and-donts.aspx>> and remove this note.