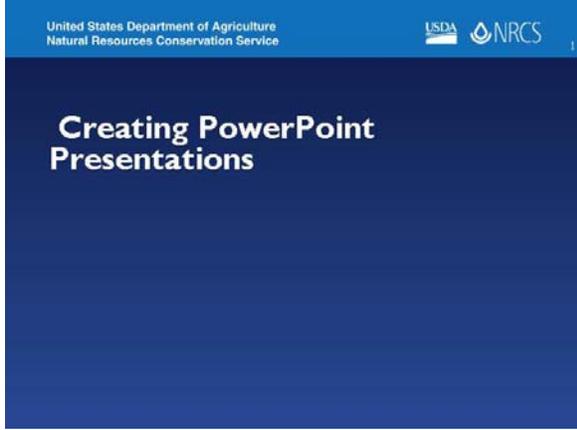
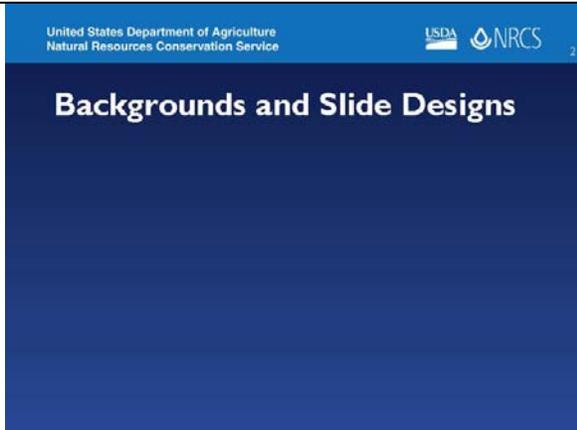
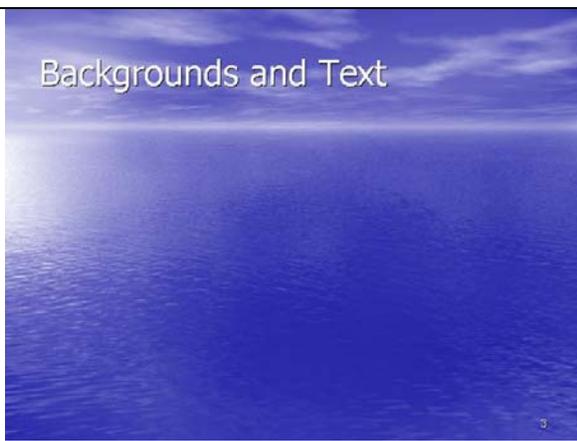
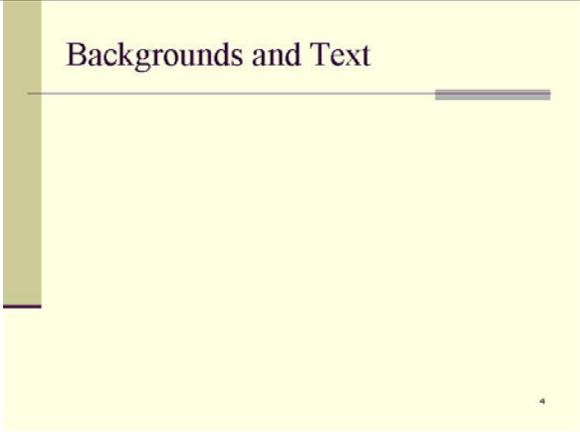


Creating PowerPoint Presentations

Document created on: 6/26/2007

Slide 1	 <p>United States Department of Agriculture Natural Resources Conservation Service</p> <p>USDA NRCS</p> <h2>Creating PowerPoint Presentations</h2>	<p>Creating PowerPoint presentations.</p> <p>Sometimes, it is little things that learners notice and that distract them from the learning experience. It is imperative that instructors using PowerPoint prepare their material to avoid these distractions. The following will help you do this successfully.</p>
Slide 2	 <p>United States Department of Agriculture Natural Resources Conservation Service</p> <p>USDA NRCS</p> <h2>Backgrounds and Slide Designs</h2>	<p>Backgrounds and Slide Designs.</p> <p>One option is to use the standard NRCS slide template you see used here. This is recommended for all slides if your audience is from outside NRCS. If presenting in-house, you could 1] use it in all slides, 2] use it in the title slide only and choose a similar color scheme or slide design for all other slides, or 3] use a background or slide design of your choice.</p>
Slide 3	 <h2>Backgrounds and Text</h2>	<p>Backgrounds and Text</p> <p>It is recommended that you use dark backgrounds with white text.</p> <p>However, we must consider that dark blues in particular eat up ink rapidly when we print materials for student handbooks.</p>

<p>Slide 4</p>		<p>However, if you choose to use a light-colored background, make sure the text is highly contrasting, black in most cases.</p> <p>Some other tips about backgrounds:</p> <ul style="list-style-type: none"> • Avoid clear, colorless backgrounds, which are boring! • Be aware that lighter colors can be “eaten up” by projection equipment and may appear white on the screen.
<p>Slide 5</p>	 <p>General soil map and legend</p> <ul style="list-style-type: none"> • Help project in organizing and mapping • Prepared during preliminary field studies • Properties, distribution, and extent of soils • Suitabilities, limitations, and potentials described • Significant differences in soil moisture or temperature shown 	<p>Pretty pictures are nice as backgrounds, but they cause problems if you must add text. You must make sure that ALL text contrasts with the background it is placed over. This can be time consuming and it is recommended that you put as much text as possible in the notes and not on the slide. More on this shortly.</p>
<p>Slide 6</p>	 <p>United States Department of Agriculture Natural Resources Conservation Service</p> <p>USDA NRCS</p> <p>Text</p>	<p>Text</p> <p>We already covered font colors. What about font size? What is too much text?</p>

Slide 7

United States Department of Agriculture
Natural Resources Conservation Service



7

Supporting Data

File folders, cross indexed to soil series
and map units
Transects
Field notes
Laboratory data
Special studies
Special interpretations
Climatic data
Geology maps
Vegetation maps
Research reports
Photographs, landscape and profile
Cross and block landscape diagrams

Adding a lot of text to a slide forces you to use smaller font sizes. Smaller font sizes become hard to read on the screen and in the learners handbook material.

It is recommended that you use the slide for main points as headers or bullets and place all other text in the notes. These will appear in the handbook next to the slide and they can read this text much more easily there. See the next slide for an example of what you should do.

Review the pdf version of this presentation to see how this will convert to hardcopy materials for the learner handbooks.

Slide 8

United States Department of Agriculture
Natural Resources Conservation Service



8

Supporting Data

**File folders, cross indexed to soil series and map units
Transects**

Slide 9

United States Department of Agriculture
Natural Resources Conservation Service



9

Transitions and Animations

Transitions and Animations

There are lots of fun options when it comes to transitioning from one slide to the next and animation within each slide. However, it is recommended that you keep it simple. Your learners will be distracted by too many “bells and whistles”. How do you keep it simple?

Select “No Transition”

Select “Appear” as an entrance effect for each item you want to appear separately on the slide.

If you feel like you have to dress it up some, just make sure that what you use is quick. Some transitions and animations take more time than others to complete their task.

And, there is a motion issue. Some people may become ill if there is too much motion in your transitions. We must consider that.

Slide 10

United States Department of Agriculture
Natural Resources Conservation Service



Using Graphics

Microsoft provides guidance that will reduce the size of your PowerPoint files. This includes adding graphics properly and compressing graphics that are already part of the presentation. This can be found at:

<http://office.microsoft.com/en-us/powerpoint/HA011168821033.aspx>

Slide 11

United States Department of Agriculture
Natural Resources Conservation Service

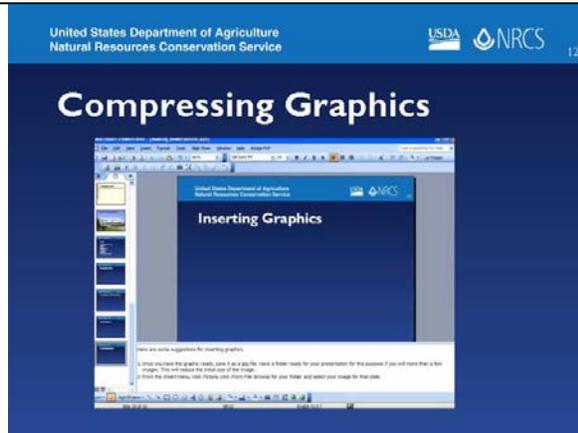


Inserting Graphics



Here is one suggestion for inserting graphics.

1. Once you have the graphics ready, save them to a ppt file created for the sole purpose of capturing your images. Once you have captured all your images, do a *Save As* and select *.jpg*. It will ask you if you want to export all slides or only the current slide. You can select *Every Slide*. Each image will be exported as a separate file in your selected folder.
2. Then, within your PowerPoint presentation file: from the *Insert* menu, click *Picture*, click *From File*. Browse for your folder and select your image for that slide. Repeat until complete for all graphics.



Compressing Graphics

To compress graphics within your PowerPoint, follow the Microsoft instructions for compressing images.

Right-click the picture, and then click **Format Picture** on the shortcut menu.

In the **Format** dialog box, click the **Picture** tab, and then click **Compress**.

Under **Apply to**, do one of the following:

To compress just the current picture, click **Selected pictures**.

To compress all the pictures in your presentation, click **All pictures in document**.

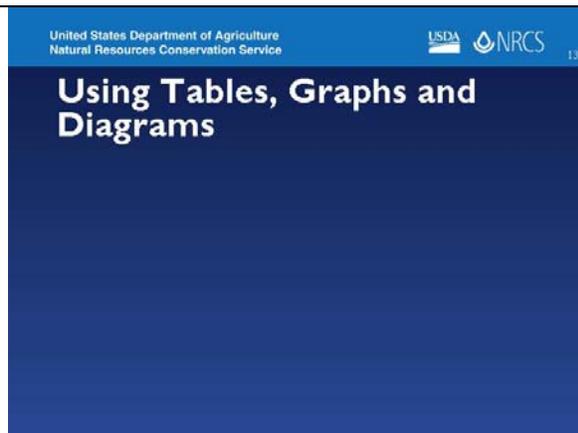
Under **Change resolution**, do one of the following: If your presentation will be used for a screen show, click **Web/Screen**.

If you plan to distribute your presentation as printed pages, click **Print**.

Under **Options**, select the **Compress pictures** check box and the **Delete cropped areas of pictures** check box.

Click **OK**.

If prompted, click **Apply** in the **Compress Pictures** dialog box.

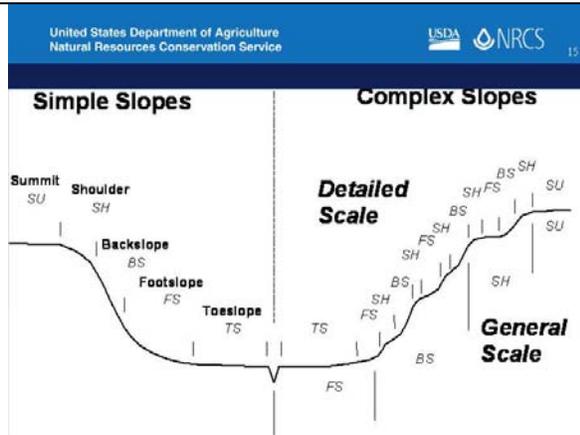


Using Tables, Graphs, and Diagrams

United States Department of Agriculture Natural Resources Conservation Service			
USDA NRCS 14			
Landscapes :			
continental glacier	--	ice-margin complex	--
drumlin field	--	outwash plain (also LF)	--
glaciokarst	--	till plain (also LF)	TP
hills	HI		
Landforms :			
alpine glacier	--	kame	KA
arete	AR	kame moraine	KM
cirque	CQ	kame terrace	KT
cirque floor	--	kettle	KE
cirque headwall	--	lateral moraine	LM
cirque platform	--	medial moraine	MH
		etc.	etc.
Microfeatures :			
glacial groove	--	roche moutonnee (also LF)	--
flute (also LF)	--	swale (also LF)	--
glivation hollow	--	tarn (water body; also LF)	--
pothole (also LF)	--		

Have you ever prefaced a slide by saying “you probably can’t read this, but...”? Here is an example.

Slide 15

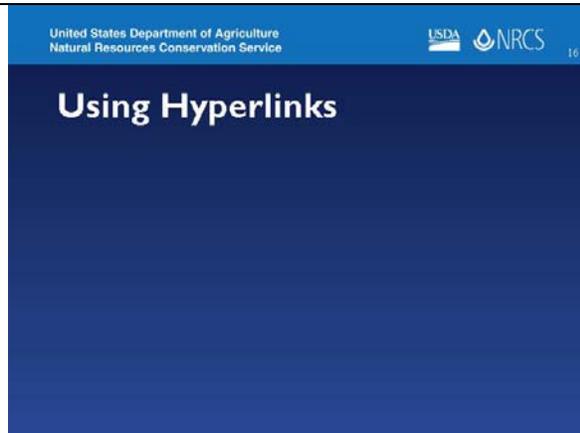


Here is another example, a diagram that may fall into that category. If your learners might have trouble reading parts of the chart, graph, or diagram on the screen, they will also have problems reading it in their handbook materials. Should you not use the slide? What should you do?

Simple. Go ahead and use the slide. BUT, make sure they have a full page size hardcopy handout of the diagram in their hands. Do this for every chart, graph or diagram in your presentation that may present a reading problem. If you don't want to use the handout, don't include the slide.

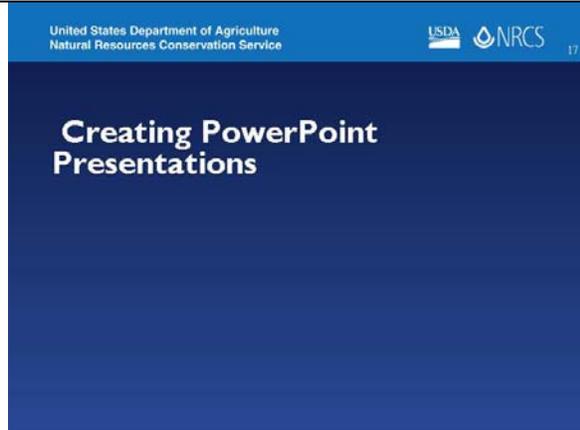
Don't put yourself in the situation where you say "You may not be able to read this...".

Slide 16



PowerPoint has a way of adding a hyperlink to a slide that allows you to jump to another program, such as an Excel spreadsheet, that you want to refer to during your presentation. In PowerPoint, go to Help! and ask for "Create a hyperlink."

Slide 17



You have completed a review of some simple guidelines for creating PowerPoint presentations. Following these guidelines will minimize or even remove any possibility of your learners providing negative feedback about the design of your PowerPoint presentation.