

## How to be a “Designer” and a “Miner” with PowerPoint

---

A PowerPoint presentation is a great communication tool if designed effectively. Poorly designed presentations can inhibit the message, while the right design can enhance the message and even make it memorable. This course is designed to help the PowerPoint user make good decisions about design.

Topics such as the insertion of sound, movie and flash files will be covered. The PowerPoint designer also needs to know how to bundle the presentation so it can be presented outside the office. Without this knowledge fonts don't display correctly, and sound and media files no longer play.

There are many free PowerPoint resources on the internet. These included tutorials, photos, backgrounds, animated files and more. This course directs the student to some of the best websites for these resources. Student will receive FREE resources upon completion of the course.

### Course Length

---

8 hours

### Course Objectives

---

This PowerPoint seminar focuses on two main goals:

1. Learning to think like a designer in order to make the right design decisions quickly and efficiently
2. Learning to “mine” the Internet for free PowerPoint resources and utilizing those resources to enhance presentations.

### Course Lessons

---

#### 1. Learn to Think Like a Designer

The graphic design portion of the seminar is broken into four sections:

- **Slide Layout:** Directing the viewer to key points
- **Type:** Type is not only read but viewed and perceived
- **Color:** Understanding color relationships for legible, effective slides
- **Visuals:** Add to your content, don't distract from it







The image displays four overlapping PowerPoint slides illustrating design principles:

- Aligning Type to the Grid:** A slide with a blue header. Text reads: "All text can be connected by invisible lines. By aligning text in a specific way, the text acts as one unit." It includes a small image of a person and a grid overlay.
- Type: Readability:** A slide with a pink header. Text reads: "Inclined or Shaped Text. Set text at an angle or curve text for emphasis. Limit text effects to small amounts of type." It features the text "Light Effects" and "Entire Inventory 50% OFF" in various styles.
- Color:** A slide with a rainbow header. It features a color wheel diagram and text: "The Color Wheel. The color wheel enables the designer to choose appropriate colors and color combinations. The color wheel is divided into three categories: Primary Colors, Secondary Colors, Tertiary Colors." It also includes a secondary color wheel diagram.
- Visuals: Types backgrounds:** A slide with a green header. Text reads: "Textures can be used to fill a background. Textures should add—not distract. Photographs that are watermarked can appear in the background. Don't include a texture or background photo on every slide." It includes small images of textured backgrounds and watermarked photos.

## 2. Learn to Mine the Internet for PowerPoint Freebies and Goodies

The Internet is a gold mine of FREE resources for PowerPoint. The Office Resources CD, which will be given to each seminar attendee, contains word files with links to:

- FREE stock photos
- FREE sound files
- FREE animated gif files
- FREE fonts
- FREE templates
- FREE backgrounds
- FREE tutorials



Photography Resources		
 <b>FreeFoto</b>  	<a href="http://www.freefoto.com">http://www.freefoto.com</a> File sizes less than 100kb... those not big in resolution but photo are a good size when imported into Word, PowerPoint etc. This site is really easy to navigate and is broken down in to main sections with sub-sections appearing on the left of the page... just click to enlarge the photo and rightclick then to save picture.	If the search is hard, you may use the search bar... for the 30 min sessions with over 1000 web tutorials. If the images you want free to use are not in the main area and you can't find them... Free photos are available for 40,000 images with over 1000 in the added every week.
 <b>GEEK PHILOSOPHER</b>	<a href="http://www.geekphilosopher.com">http://www.geekphilosopher.com</a> File Sizes: average 70kb - nothing in resolution but photos are a good size when imported into Word, PowerPoint etc	You might also find a lot of free... To use free to do whatever you want with these photos... make a slide show etc.
 <b>PD Photo.org</b> 	<a href="http://www.pdphoto.org/">http://www.pdphoto.org/</a> File sizes: average 30kb - nothing in resolution but photos are a good size when imported into Word, PowerPoint etc. Higher res photos can be purchased for 2500000.	It has something to offer to all those looking for free photos... you can search for a free to use. Get files from as small as 100k to as large as 1000k... each image is higher... especially you can find images in 1000x1000 pixels... and also you can find a lot of free to use.

## 3. Additional Topics:

In addition to the two main topics, these subjects will also be covered in the seminar.

- Bundling the presentation for use outside of the office
- Compressing photos in the entire presentation to reduce file size.
- Using the Photo Album feature to quickly place photos into a presentation with captions and background templates.
- Embedding fonts in the presentation
- Inserting flash files into PowerPoint
- Installing fonts on your computer
- Using animated files in the presentation
- Finessing Video in PowerPoint
- Designing a template from scratch

## Course Materials Supplied

- 
**Course Booklet**  
 Every participant receives a booklet that contains course notes, a listing of Internet resources and additional tips and tricks.
- 
**Two free CDs**  
 Contains a Photo Gallery, Templates, Sounds, Video Clips and Word documents containing links to Free Internet Resources and more.

