

Student Achievement Workshop  
*(Technology Series)*

**Presentation Tools:**  
*Making the most of*  
**Microsoft PowerPoint**  
**And Other Presentation Programs**  
*Tips for Great Presentations*

Student Achievement Workshop Series  
Academic Support and Achievement Center  
Mt. San Antonio College  
6-101

## **Overview:**

Presentation software programs are easy-to-use and allow a presenter to professionally and visually present their ideas. This workshop will introduce participants to the basics of presentation software such as PowerPoint, offer tips for creating professional presentations, options for accessing these software programs, and resources for getting help with using it.

## **Learning Outcomes:**

Students will:

- Understand the purpose of presentation software
- Gain tips for making professional presentations
- Identify options students have for using PowerPoint and other software programs
- Find resources to help them become proficient with PowerPoint other software programs

## **What is Microsoft PowerPoint?**

PowerPoint is a visual presentation tool that allows you to make professional/visual presentations. You can include images, videos, charts in your presentations. The following video demonstrates how PowerPoint can be used.

<https://support.office.com/en-us/article/video-what-is-powerpoint-5f9cc860-d199-4d85-ad1b-4b74018acf5b>

## **Formatting Essentials**

The following are just a small number of formatting options available to you. These are presented because they will likely be the most needed for students. For help with additional formatting topics, refer below to “Getting More Help”.

These formatting essentials listed are from Microsoft PowerPoint. However, you may be using another word processing program, such as Google Slides. The good news is that it is not hard to translate this information to another software program because learning a second software program is like learning to drive a new car: The hard part actually learning to drive. Learning a new car just means learning how to find and work things like the lights, blinkers, and wiper blades, etc. Different software titles that do the same thing, are like that. If you understand what the tool does and how to use it, finding it on another software program is usually very easy.

**Design:** As you begin to create your presentation, you can choose from a variety of design styles that will give your presentation the look and feel that you want. While choosing between your options, be sure to review the title slide as well as the content slide to see how they look. The title slide is usually different from the content slides. To choose between design options, click on the “Design” tab from the menu. Several options will be available from which to choose.

**Transitions:** Once you are through creating all your slides, be sure to add a ‘transition’ style that displays when you move from slide to slide. You have many options from

which to choose. In order to create a unified transition for your presentation, start by choosing the “Slide Sorter” view. Then highlight all the slides by first clicking on the first slide, then hold the shift key while clicking on the last slide. All slides will be highlighted. Then choose a transition that you like by clicking on the “Transitions” tab on the menu. Also note the options available, such as the direction the transition goes (“Effect Options”), timed or not timed, and whether the slide advances based on a mouse click or is automatically timed.

**Embedding videos:** You can embed YouTube and other videos into your presentation so that you don’t need to move away from your presentation to show videos. To embed a video in a slide, click on the “Insert” menu option. Then click on the “Video” tab. You can either upload from your computer or enter a URL where the video can be found.

**Printouts:** Presenters often need to provide handouts to teachers/audience members and more. Fortunately, this is an easy thing to do, and you have many options for printing your presentation out without too much trouble. Generally speaking creating a handout that has between three to six slides per page will be both readable, professional, and minimizes the number of pages you need to print. You can print your presentation by following these steps: Click on the “File” menu. Click on “Print”. Under “Settings”, Click on “Print all slides”. Then click on the drop-down menu that starts with “Full Page Slides”. This will give you options from which to choose how to print.

## **Dos & Don’ts**

### ***Do:***

**Keep the look consistent:** Choose one design template format and stick with it throughout the presentation. Avoid using more than one design on the different slides. Differing backgrounds distract the viewers from the message content.

**Keep text limited:** The general of thumb is to have no more than one idea per slide, six words per line, and six lines per slide. Of course, you can have less if that is appropriate, but not more.

**Use headlines -- not sentences:** Each bullet point should be short and sweet. Use the minimum number of words to get the main idea across. Take out unnecessary words, such as ‘the’.

**Keep transitions consistent:** When using transitions between slides, choose one style and stick with it. As mentioned above, inconsistency in transitions distracts from your message and encourages your audience to notice the transitions instead.

**Present display in “Slide Show” view:** You have several different ways to view your presentation: Normal (allows editing individual slides), Slide Sorter (to view all at once and to rearrange the order), Reading (displays in book style for easy reading), and

“Slide Show” view. The “Slide Show” view is the one you want to have up when you are actually making your presentation. The buttons for changing the view are in the lower-right hand corner of the program.

### ***Don't:***

**Use visually-busy designs:** Some of the preformatted designs may look visually stimulating but can be hard to read. Keep the visual element simple, visually pleasing, and consistent.

**Use hard-to-read fonts:** You have access to a wide variety of fonts, but not all are appropriate to use in presentations. Overly artistic or exotic fonts are often hard to read and can look unprofessional. As mentioned earlier, hard-to-read text will distract your readers from your message.

**Display blocks or paragraphs of text.** If you want to provide your audience with in-depth text, then provide that information in your handout. Allow them to read that information on their own. Too much text on the screen is hard to read. Using headlines and bullet points keeps your audience focused on the main point.

**Use sounds in transitions:** They may seem cool at first, but after a few slides the novelty wears off and they become distracting and irritating.

## **Where to Access MS PowerPoint**

As a student at Mt. SAC, you have several ways to access the various MS Office programs, including PowerPoint. You can access it through the portal, go to a campus computer lab, you can install the software on your device, or you can subscribe to it online.

### ***Mt. SAC Portal***

Faculty, students and staff can access a free online version of MS Office (including PowerPoint) through the Mt. SAC Portal. The link is in the upper right-hand corner of the main page once you log in. It is next to the link for the student email program, “Mountie Mail”.

The portal also offers access to Google Slides as well. To access the Google Suite of software packages, open the “Mountie Mail” link which will take you to Gmail. Once you are in Gmail, there is a grid-icon in the upper right corner of your screen. Click on that icon to access Google Apps. Google Slides is one of the apps available. Click on the link to access it.

### ***Campus Computer Labs***

If you don't have a computer, or a specific software program to get your school work done, you can always go to one of the campus computer labs (see below) and use their software programs for free. Usually, you will only pay for any printing you do.

## ***Buy Software to Install (or Download) on Your Computer***

You can make a one-time purchase of the software to install onto your computer or device. Purchase prices can vary greatly, costing up to \$500 for the whole package. Fortunately, as a community college student, you have access to greatly discounted prices through CollegeBuys.org (see below). You can get a complete copy of Microsoft Office for about \$40.00. You can also buy the software at your local retail store, or directly from Microsoft Office website.

## ***Subscribe to Cloud-based MS Office***

As mentioned above, individuals can just pay a low monthly fee to use Microsoft Office. The following link gives information about your subscription options.

<https://products.office.com/en-us/compare-all-microsoft-office-products?tab=2>

If you want more information, about the difference between MS Office 2016 and MS Office 365 you can learn more. The following link has a great in-depth comparison between Office 2016 (installed) and Office 365 (subscription).

<https://support.office.com/en-us/article/what-s-the-difference-between-office-365-and-office-2016-ed447ebf-6060-46f9-9e90-a239bd27eb96?ui=en-US&rs=en-US&ad=US>

## **Get the Apps**

Microsoft Office does not have its own app, but each of the individual programs can be downloaded to your mobile device. If you want to download the individual apps then go to your app store on your phone and type in the name of the program. You should be able to find a link for those products.

## **Getting More Help**

Do you still need more help?

### **Computer Lab Technician**

Still need help with PowerPoint? Come to the Learning Lab (computer lab room) in Building 6, Room 101 and ask a technician for individualized help.

### **Campus Help Desk**

If you still need more help, you can contact the Mt. SAC Help Desk at (909) 274-4357.

<http://www.mtsac.edu/it/>

### **Take a Class**

If you want more detailed proficiency in Microsoft Office and/or PowerPoint, consider taking a class here at Mt. SAC. Go to the campus catalog for more information.

<http://catalog.mtsac.edu/programs/coursesaz/cisb/>

Credit-based classes:

- CISB 51 Microsoft PowerPoint
- 

Or you can take non-credit classes:

SAW: Presentation Tools

- VOC BCPP1 - PowerPoint Basics 1
- VOC BCPP2 - PowerPoint Basics 2
- VOC CSB15 - Microcomputer Applications

**Other Resources:**

Do you not have access to the hardware and/or software you need to get your homework done? Don't stress because there is support for your technology needs.

**On Campus Computer Labs**

Mt. SAC has several campus computer labs where you can use their computer equipment, software and print your documents. Most of these resources (except printing) are free for eligible students to use. Be sure to bring your student ID cards because most of these labs require it to use their equipment.

<http://www.mtsac.edu/computerlabs/>

**Technology Purchase Discounts**

Need to buy technology and/or software? CollegeBuys.org is a great resource for getting discounts on technology, software, and accessories.

<http://foundationccc.org/CollegeBuys>

**Summary**

Presentation programs allows students to make professional and visual presentations for school, work and other places. Following a few basic tips, users can maximize their presentation. Students have access to multiple resources for using and getting help with Microsoft PowerPoint and other presentation software.

**Reflection**

What did you learn from this workshop?

---

---

---

How can you use this information this week?

---

---

---