

Discovering P.L.A.C.E

What is PowerPoint?

A PowerPoint is an easy computer-based presentation tool similar to a slide show, but with text. A Discovering PLACE PowerPoint template is on your flash drive.

What you need

- Microsoft PowerPoint program (or a shareware version) loaded on your computer.
- Rough outline of your project (template includes information on Discovering PLACE).
- Photos already uploaded to your computer desktop.

Getting started

- On your flash drive, go to folder 5, *Teacher Template Presentation*.
- Save the template on your desktop under a different title to keep both the original and your updated version. Once you have saved it under a new name close the original version, right click on your flash drive to eject it, and remove the flash drive.
- Changing text: Click on words to alter them, similar to a Word document.
- Changing photos: Click on a photo. Mouse over / click on “Insert Picture From File.”
- Changing layout: Click on a section to make a rectangle appear; click the circle at the top to move the section, using your arrow keys.
- Creating slides: Scroll to the bottom of the PowerPoint template for a blank slide.
- Copying slides: Find a slide in the strip on the left. Right-click to copy, then click on the segment where you want to insert the copied slide; right-click to paste.
- Recommendation: Use a larger font and just a few words on each slide. Aim for 1-2 slides per minute. Save final version to your flash drive.

Presenting

- Memorize your presentation; avoid reading from the slides. Practice arrowing through the slides as you speak. You may also want to make notes to use.
- Be sure a computer and large screen are available at the location where you will be speaking. In a bright room, it may be helpful to dim the lights.
- Consider involving students in your presentation, bringing a portable item to demonstrate an aspect of your project, or printing out handouts for your audience.
- Recommendation: Take your flash drive to the location before your speaking engagement and practice opening your presentation, since the program may appear slightly different than on your computer.



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