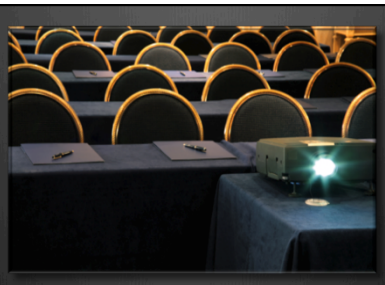


Advanced PowerPoint

Samuel Thrysøe, PhD
MR-Center, Aarhus University Hospital Skejby

Agenda

- Today: Techniques
  - Lectures
  - Hands-on exercises
- Next lecture: User presentations
  - Content
  - Presenter's appearance
  - Feedback
    - Teachers
    - Fellow students

Today: Techniques

- Organizing content
  - Using masters
  - Order and alignment
- Text Management
  - Reducing amount
  - Fading bullets
- Video
- Progress bars
- Animation
  - Bad animation
  - Good animation
  - Timing
  - Motion paths
- Final exercises

Dias Masters

Dias Masters

- Global settings
  - Background
  - Logo
  - Author
  - Slide number
  - Location
  - Date
- *Show* (*vis*) tab
  - *Diasmaster*
- Placeholders
  - Title
  - Content
  - Date
  - Footer (Sidefod)
  - Slide number

Klik for at redigere i masteren

- Klik for at redigere teksttypografierne i masteren
  - Andet niveau
    - Tredje niveau
      - Fjerde niveau
        - Femte niveau

Footer ‹#› 14/02/11

Klik for at redigere i masteren

- Klik for at redigere teksttypografierne i masteren
  - Andet niveau
    - Tredje niveau
      - Fjerde niveau
        - Femte niveau

Footer ‹#› 14/02/11

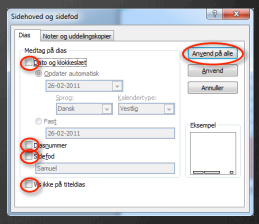
Dias Masters

- Different masters
  - Each layout has own master
  - Top level master
    - Affects all below
  - Sub-master
    - Only that specific subtype

Dias Masters

- Text in bottom boxes
  - Does not appear in slideshow automatically
  - Has to be inserted afterwards
- Go to the *Insert tab* (*Indsæt*)
- Click
  - *Header and footer*
  - *(Sidehoved og sidefod)*

- Check all you wish inserted
- Click *Use on all* when finished



Exercise 1
Dias Masters

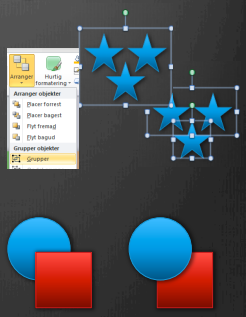
- Download and open Top Gear slide show
  - Insert Top Gear logo on all slides
  - Add date, slide number, and author to all slides
    - Rearrange order to date, number, author
  - Insert bigger Top Gear logo on title slide

Materials can be found at ppt.samle.dk

Order and Alignment

Organizing tools

- *Starting* tab
  - *Arrange* → …
- Right-click →
  - *Grouping*
  - *Arrange*
- Grouping
- Ordering
  - *Bring to front*
  - *Send to back*



Organizing tools

- Alignment
  - *Left, right, bottom, top, center, middle*
- Distribution

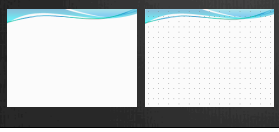
Horizontal Vertical Horizontal + Vertical

Formatting tools

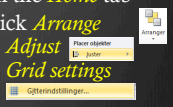
- *Home* tab → *Quick styles*
  - Presets of color + effects
- *Format* tab
  - Further possibilities
    - Color adjustment + filters
    - Effects: Reflection, shadow, bevel
- Copy format: Format Brush
  - Double click to paint multiple objects
    - ESC finishes painting

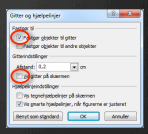
Using or Disabling the Grid

- PowerPoint has invisible grid
- Objects align to grid
- Useful for matching location of objects
- Unhelpful if precise location is needed



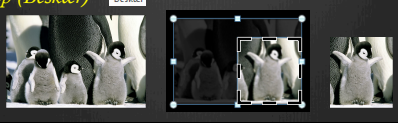
- To turn the grid off
  - On the *Home* tab
  - Click *Arrange*
    - → *Adjust*
    - → *Grid settings*





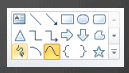
Images

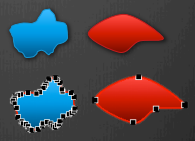
- Background removal
  - *Format* tab → *Remove background*
- Cropping
  - *Format* tab → *Crop (Beskær)*



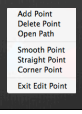
Freehand drawing

- *Home* tab

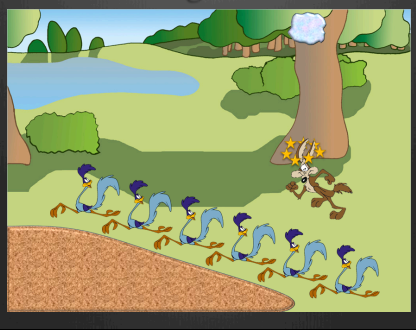




- Right-click object
  - *Edit points*
  - *Rediger punkter*
- Allows moving, deleting, changing points



Exercise 2
Ordering elements



Text Management

666 Rule

- Max 6 words per line
- Max 6 lines per slide
- Max 6 text-slides without images

Keep It Simple, *Stupid*

Fading bullets

- Show text one line at a time
  - Analogous to old-school overheads
- Fade old text
- Maintains focus on current topic

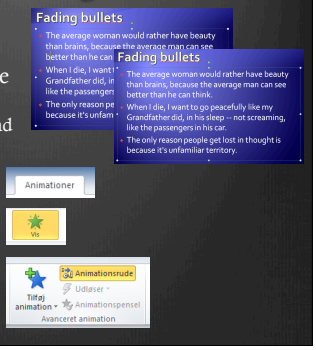
Fading bullets example

- Greater rupture risk
  - Large lipid cores
  - Thin fibrous caps
- Clinical paradox
  - Statins improve clinical status
  - No reduction in % stenosis
- CMR can image plaque composition
- Coronary lesions
  - Fibrous cap rupture occurs
    - Where thinnest
    - Infiltrated by inflammatory cells
- MRI
  - Non-invasive characterization of human carotid atheroma

Falk E. Coronary thrombosis: pathogenesis and clinical manifestations. Am J Cardiol. 1991;68:288-358.

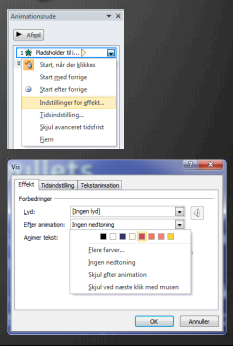
HowTo: Fading Bullets

- Mark the text box
  - Make sure the entire box is chosen
    - (Click in the box, and then on the border)
- Go to *Animations (-er)*
- Click *Show* (*Vis*)
- Click *Animation pane* (*Animationsrude*)



HowTo: Fading Bullets

- In the animation pane
  - Right click the *place holder* (*Pladsholder*)
  - Choose *effect options* (*Indstillinger for effekt*)
  - Select the fade color
    - *After animation* field
  - Choose the right color
    - Not invisible against background
    - Obviously darker than regular text



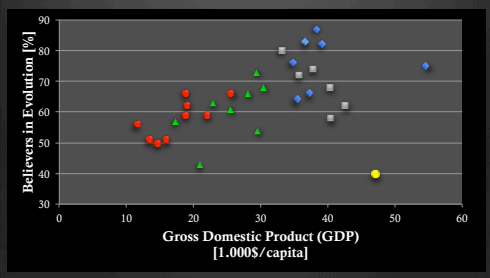
Hard/Soft Line Breaks

- Line breaks *with* bullets (Hard)
  - Just hit return
- Line breaks *without* bullets (Soft)
  - Hit Shift + return
- This is an example
  - *With* bullets
- And here: *No* bullets
- The difference?
  - Shift + Return

Animated graphs

- Show graphs one line at a time
  - Analogous to fading bullets:
    - Show text one line at a time
- Maintains focus on current topic
- Caution
  - Paste Excel spreadsheet → PowerPoint
  - Gives access to *all* Excel Data
  - Create Excel file with *only* graph data

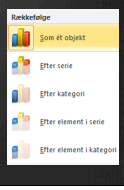
Animating Graphs

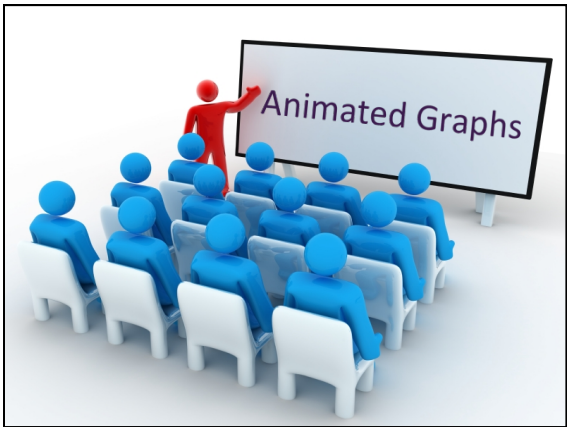


HowTo: Animating Graph

- *Copy* the graph in Excel
- *Paste* it into PowerPoint
- Click on the graph and then the border
- Go to *Animations* tab and click *Show* (*Vis*)
- Click the *Effect Options* button

- Choose how you want to animate your data





Exercise 3
Bullets & Graphs

Fading Bullets

- Enter text of 4-5 lines
- Set each line to appear when mouse is clicked
- Make each line fade after use
- Bonus tasks
  - Make 1st line appear immediately
  - Disable fading the last line

Animated Graphs

- Download Excel data
  - ppt.samle.dk
    - E3
    - AvgDKLifespan.xls
- Copy graph from Excel
- Paste into PowerPoint
- Animate the graph
- Make each series appear separately

Exercise 4: Quotes
Male Ego Larger than IQ

"Women, across the world, tend to underplay their intelligence, while men overstate it"

Adrian Furnham
University College
London

Videos

Cute Beyond Belief

Saving PPT with Video

- PPT show:
  - C:\PowerPoint \MyShow.ppt
- Included video
  - C:\PowerPoint\Panda.avi
- Moving MyShow & Panda to new computer
  - C:\Desktop\Myshow.ppt + C:\Desktop\Panda.avi
- Will the video play?
- PowerPoint 2010
  - Saves embedded videos
  - No problem moving shows
  - Plays in PowerPoint 2007
  - But (probably) not in PowerPoint 2003

Video Codecs

- Avi format ≈ Milk carton
  - Multitude of encodings = Codecs
    - Analogous to content of Milk cartons
    - Xvid, Divx, MPEG, H264 etc.

Video Conversion

www.mediaconverter.org

Best to use **WMV**

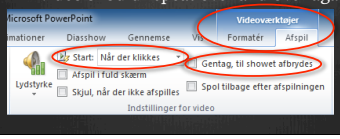
ALWAYS!!!

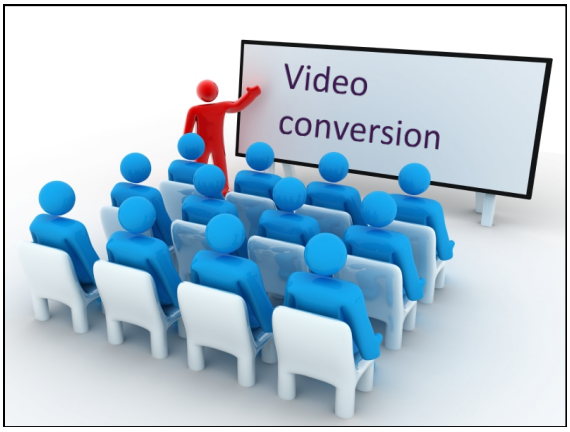
- Check if the video will play on another computer
- MAC users: Especially check if it will play on a Windows computer

Video Playback Options

- Inserting a video
  - Click the *movie icon* in a textbox
  - On the *Insert* tab, click the *Video* icon

- Setting playback options
  - Click on the video
  - On the *playback* tab, choose
    - Video starts on click or when slide is shown
    - If video should repeat over and over again





Exercise 5
Video

- Download Panda.avi from ppt.samlc.dk
- Try inserting it into PowerPoint and play
- Normally: Convert using www.mediaconverter.org
  - However, only five conversions per day possible with free account.
  - Therefore, download pre-converted panda.wmv
- Create two PowerPoint slides with the video
  - One where you click to play
  - Another where you play automatically
- Set both to repeat indefinately

Progress bar

Slideshow Progress

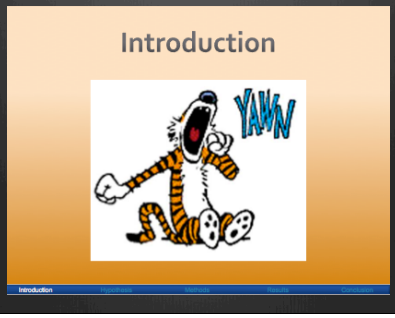
- Visual tracking of presentation progress
- Time-consuming
- Manually created
- Good overview of slideshow progress

Introduction Background Methods Results Conclusions

HowTo: Slideshow Progress

- Do not create until *after* finalizing slideshow
- Create text-box for each main topic
  - Use small font
  - Center text
- *Align* all text boxes
- *Distribute* text boxes *horizontally*
- *Recolor* all but current topic *discrete color*
- Copy boxes to all slides
  - Change color to *highlight current topic*

Exercise 6
Progress bars

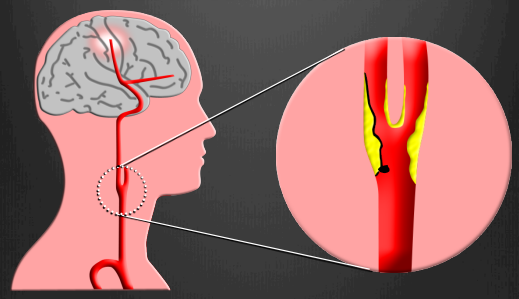


Animations

Good Animation Usage

- Use subtle effects
  - E.g. *fade in/out*, *Wipe/Vifte* etc.
- Focus attention on current topic
  - Fade used bullet points
  - Show elements when needed
  - Use motion paths
  - Use correct motions for arrows
    - Right-arrow should appear to the right
      - (e.g. using *Wipe/Vifte*), appearing from left

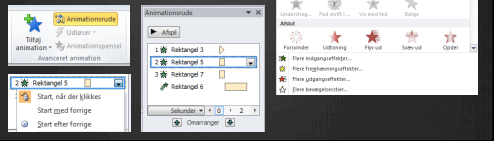
Stroke due to Carotid Atherosclerosis



Lovett JK & Rothwell PM. *Cerebrovascular Diseases* 2003;16:369-375

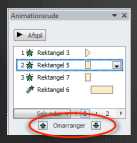
HowTo: Animations

- Go to *Animations*
- Click *Add animation*
- Choose an effect
- To change timing
  - Use *Animation pane*



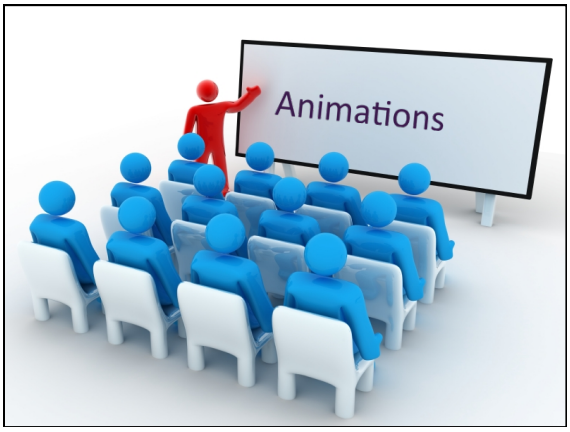
HowTo: Animations

- To reorder
  - Click *Re-arrange* arrows
    - At the bottom of the animation pane

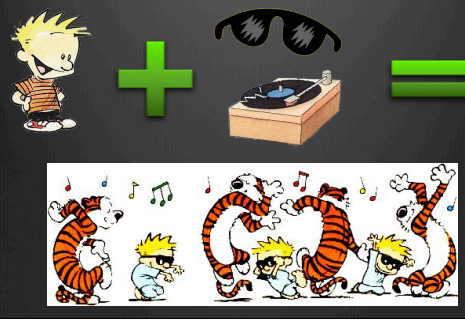


- Numbers besides each object indicates order

- NB: Multiple effects are possible for each object



Exercise 7
Fading + Timing



Motion paths

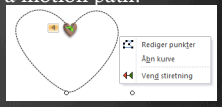
- Motion paths guide animation
- Different types
  - Straight motion paths
  - Curved
  - Freehand curves

HowTo: Motion Paths

- Go to *Animations*
- Click *Add animation*

- Choose a motion path

- You can edit the points after creating a motion path:



- Under *Effect options* you can deselect *soft start / end*

Exercise 8
Motion Paths

Final Exercises

Go with the Flow

- Good animations for adding motion
- Controls audience focus
- *Wipe / Vifte*
  - Grows from L/R, Top, or Bottom
- *Stretch / Stræk*
  - Grows from center

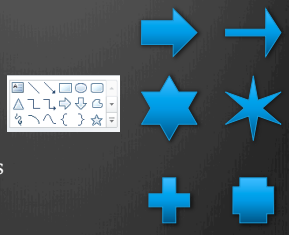
Exercise 9
Go with the Flow

Go with the Flow: SmartArt

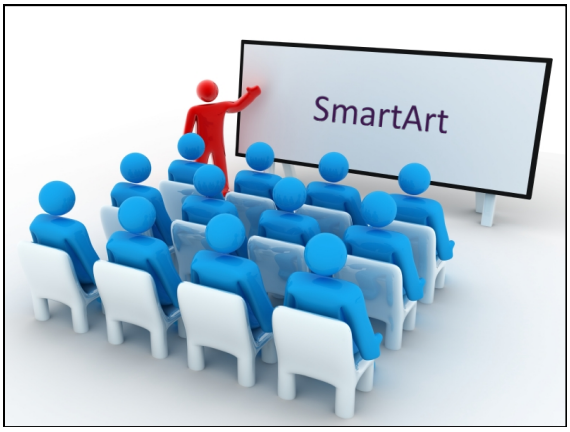
- Built-in shapes for e.g. Flowcharts
  - Create blank slide
  - Choose layout: Title+Content
  - Click *SmartArt button*
- Choose a category + graphic
- Click *OK*
- Enter *text* in the *left column*
- Can be animated
  - Default: All at once
  - Click *Effect options*
    - *One after one*

Smart Objects

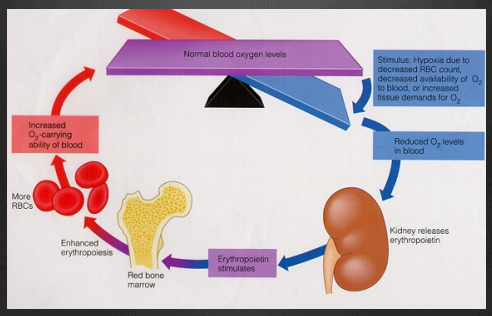
- Figures can be inserted
  - From the figure pane
  - From the Insert menu → Figures
- May be adjusted using yellow handles



Exercise 10
SmartArt

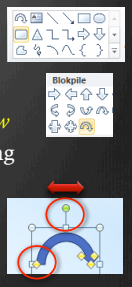


Extracting figures

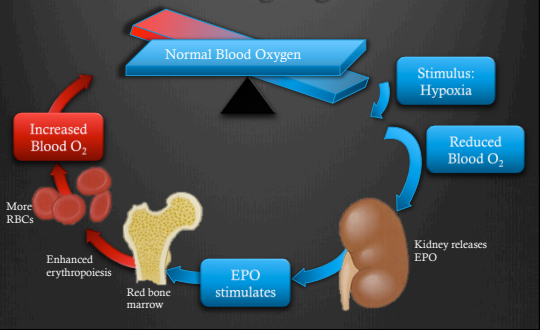


Extracting figures

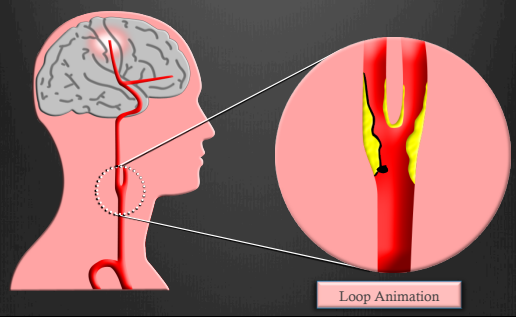
- *Copy / Paste* the figure
- *Crop* organ
- *Remove background*
- Repeat for each graphic
- Create textboxes
  - *Recolor* to fit
- Create arrows
  - Use *circular arrow*
  - Resize to fit using yellow handle
  - Rotate as necessary



Exercise 11
Extracting Figures



Exercise 12
Stroke Animation



Exercise 13
RoadRunner Animation