

Planning your presentation

Who is it for?

Think carefully about who your audience will be. You need to choose information that they will be interested in.

What is the purpose of your presentation?

How do you want your audience to benefit from your presentation?

- Do you want to persuade a friend or your parents to stop smoking?
- Do you think your friends drink too much alcohol and need more information about the long-term effects on their health?

You must be very clear on the purpose of your presentation. Only include information that helps achieve your purpose. Too much information can be boring.

How much information should you include?

Choose 4 or 5 main themes. For example, why do your audience smoke? What health problems can drinking too much alcohol cause?

Each main theme should have one slide of text with no more than 3 or 4 bullet points of information.

Don't put everything you want to say on the slide. When you are giving your presentation you should talk about each main point, and mention extra facts that support them. The bullet points help you to remember what you want to say.

Choose images that illustrate your points. For example, if you are talking about the effects of alcohol on the liver, follow this with slides that show liver damage.

Planning your presentation

The purpose of my presentation is:

My presentation is aimed at:

My main themes are:

- 1.
- 2.
- 3.
- 4.
- 5.

The bullet points for each main theme are:

1.

2.

3.

4.

5.

The images I am going to use for each main theme are:

- 1.
- 2.
- 3.
- 4.
- 5.

Designing your presentation

1. Researching

Choose the information and picture slides that you want to use from your background information booklet. Find other information from different sources. If you find information from the Internet you can copy and paste that straight into your presentation. Make sure it explains what you want to say. Don't copy lots of information just to fill up space. Your audience might not find that interesting!

2. Choosing your 'Somebody'

Your presentation explains what could happen to 'somebody' if they smoke or abuse alcohol or solvents. Your first slide should be a picture of 'somebody' so your audience knows what they look like.

Look at the pictures of people on slide two. Choose your 'somebody'. Get rid of the ones you don't want by clicking on the picture and using the *Delete* button. You may be able to scan in a photo of your own instead.

3. Using pictures from the Internet

You may be able to use a picture from the Internet to be your 'somebody'.

Find a picture of them that you like.

Click on the picture with your right mouse button and click *Copy*.

Go back to your PowerPoint slide.

Click your right mouse button and click *Paste*.

You can drag the picture around the slide to get it where you want.

To change the size of your picture click on your right mouse button and click *Format Picture*.

Change the height to what you want. Click in the *Width* box. It will automatically work out what the correct width should be. Click *OK*.

4. Deleting slides you don't want

Click *View* from the top menu bar.

Click *Slide Sorter*.

Click on any slide you don't want. Click *Edit* from the top menu bar and click *Delete Slide*.

5. Changing the order of your slides

Click *View* from the top menu bar.

Click *Slide Sorter*.

Click on the slide you want to move and drag it in between the slides where you want it to be.

Designing your presentation

6. Inserting new slides

Add new slides to type your information onto.

Choose the slide that you want your new one to come after.

Click on this slide.

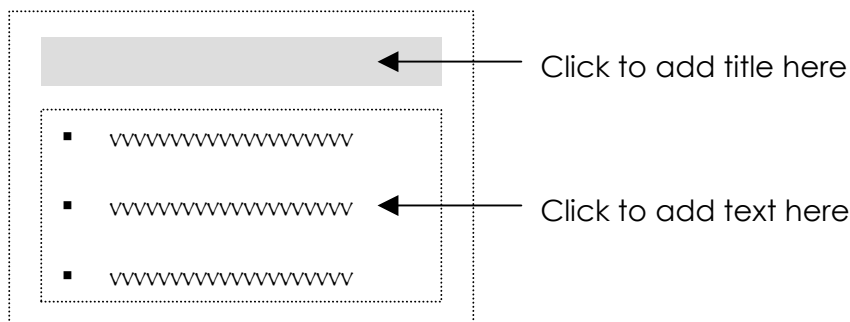
Click on Insert from the top menu bar.

Click New Slide.

You can choose a particular layout. The layouts give you spaces to put text or pictures.

You can always change the size of the text and picture boxes by clicking in the box and moving the edges.

E.g.



Click on the text layout you want and click OK.

Your new slide will be inserted into your presentation.

If you choose a blank slide you can put text wherever you like.

Click the text symbol ('A') on the bottom menu bar.

Click on your slide where you want the text to go.

A text box will appear that you can type in.

7. Copying text from the Internet

Highlight the text that you want.

Do this by holding down your mouse button and moving over the text. Click your right mouse button.

Click Copy.

Go back to your PowerPoint slide.

Click your right mouse button.

Click Paste.

You will probably have to change the font, size and colour of the text.

8. Getting very fancy

You can give your slides different designs, colours and layouts if you like. Click *Format* from the top menu bar. Try experimenting with *Slide Colour Scheme*, *Background* and *Apply Design Template*. To get rid of a change by click *Edit* from the top menu bar and click *Undo*. Sound effects can also be added to PowerPoint presentations.