

Creating/Editing a Slide Presentation

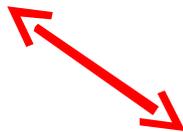
by
Betsy Robertson
July 2010

Extranet:

www.aarp.org/tavolunteers



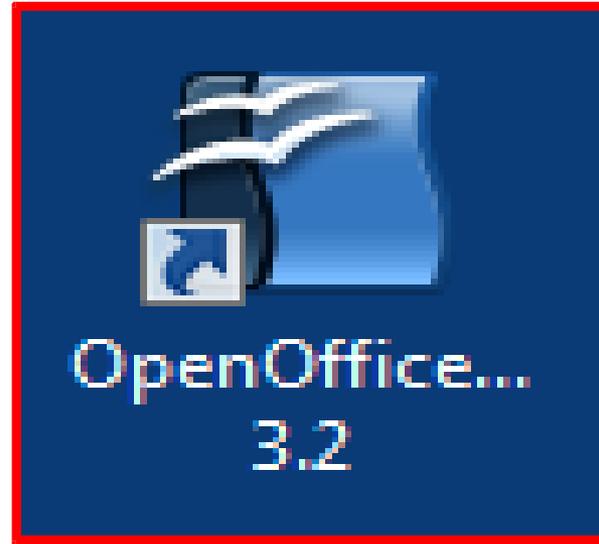
**Training
Tab**



NTTC slides

Tonight...

- Create
- Re-use
- Revise

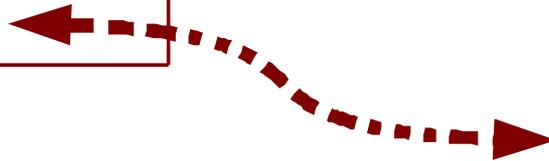


- Illustrate
- Animate
- Design Master Slide

Presentation Software

Microsoft
PowerPoint

OpenOffice
Impress

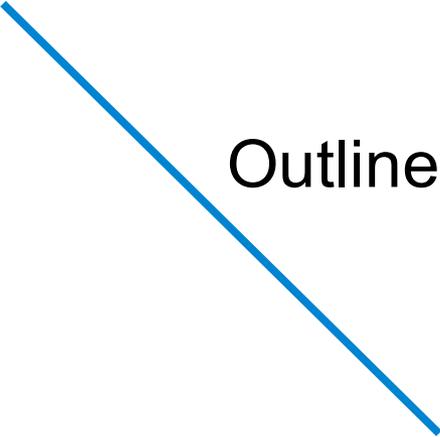


Strategy

Message and Purpose

Outline in “Impress”

Design and Theme



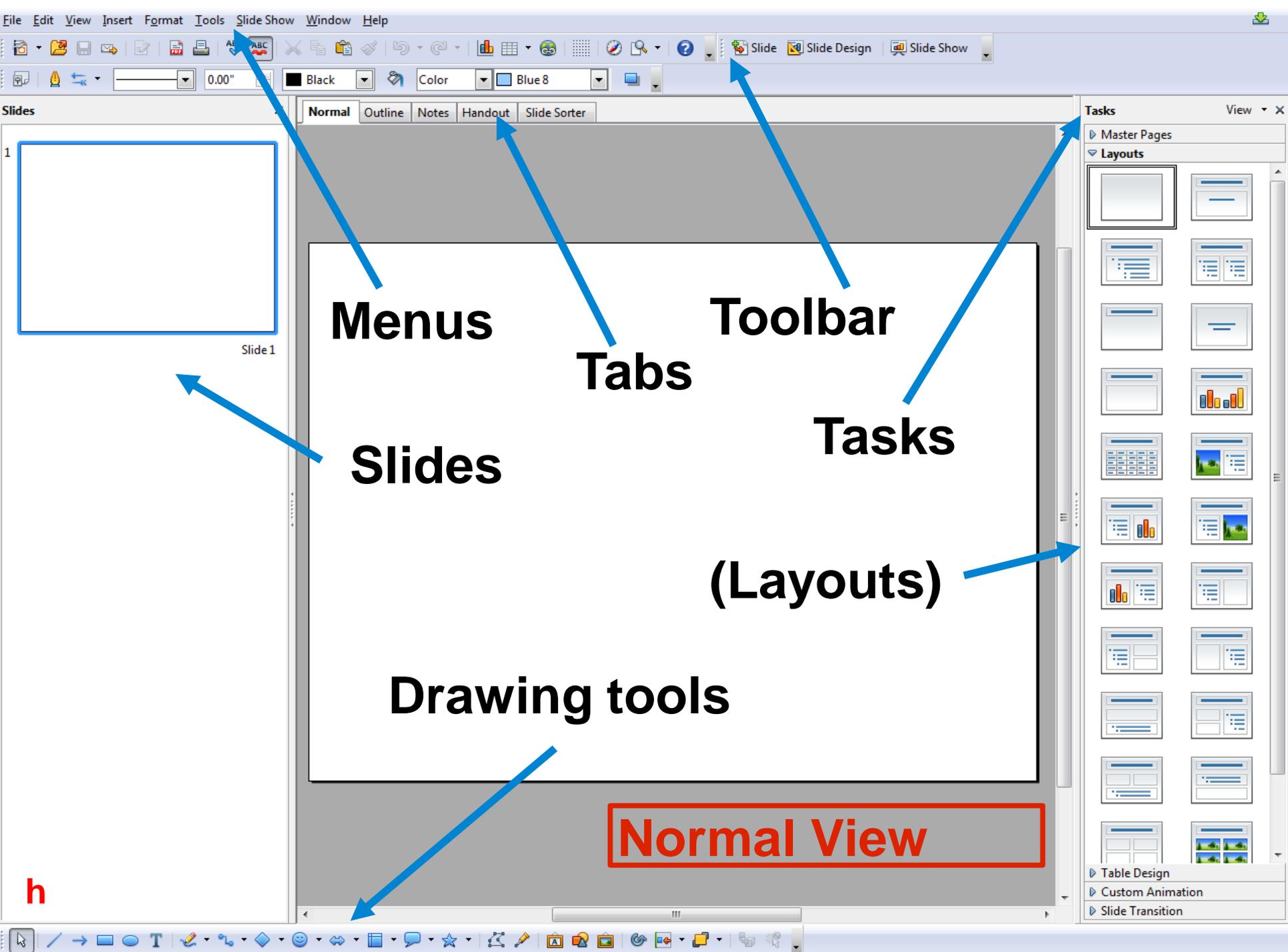
Creating a Presentation

- Open the program “OpenOffice” → Presentation
- **or**
- Open “Impress” → FILE Menu, → New → Presentation
- Wizard

Three Panes

The image shows a presentation software interface with three main panes:

- Slide Pane:** The central area displaying the current slide. The slide content includes:
 - Title: **CREATING A PRESENTATION**
 - Subtitle: **Start from scratch And make it Your OWN presentation**
 - Logos: **AARP TAX-AIDE FOUNDATION** and **SMT Training Dallas 2011**
 - Page number: **1**
- Slide Tab:** A vertical pane on the left showing a list of slide thumbnails numbered 1 through 8. The first slide is highlighted.
- Notes Pane:** A white area at the bottom of the interface with the text "Click to add notes".



Menus

Toolbar

Tabs

Tasks

Slides

(Layouts)

Drawing tools

Normal View

h

Slides Tab Pane

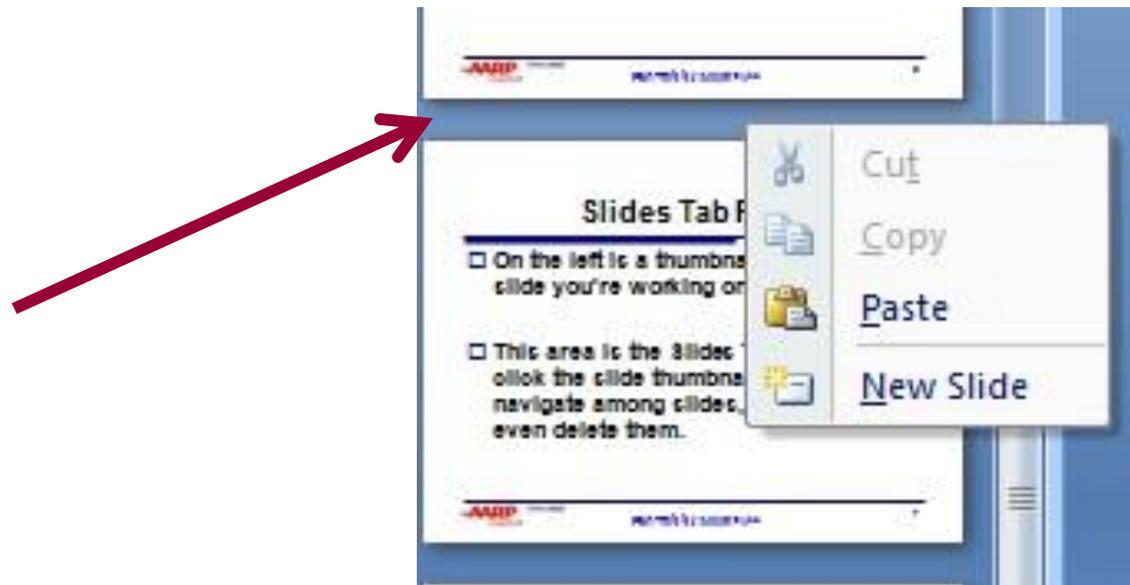
- On the left is a thumbnail version of the slide you're working on.
- This area is the Slides Tab - you can click the slide thumbnails to navigate among slides, re-sort them, or even delete them.

The Slide Pane

- In the slide pane, you type text directly onto the slide, within the placeholder.
- You can modify one or more words for emphasis by making the font larger or purple/orange

Add A Slide

- Insert a new slide by placing your cursor between the slides on the Slide Tab, RIGHTclick and click on “New Slide”.



Add A Slide – Two More Ways

- Place your cursor properly - hit Enter.
- When you're at the Home Tab, there is a "New Slide" icon.

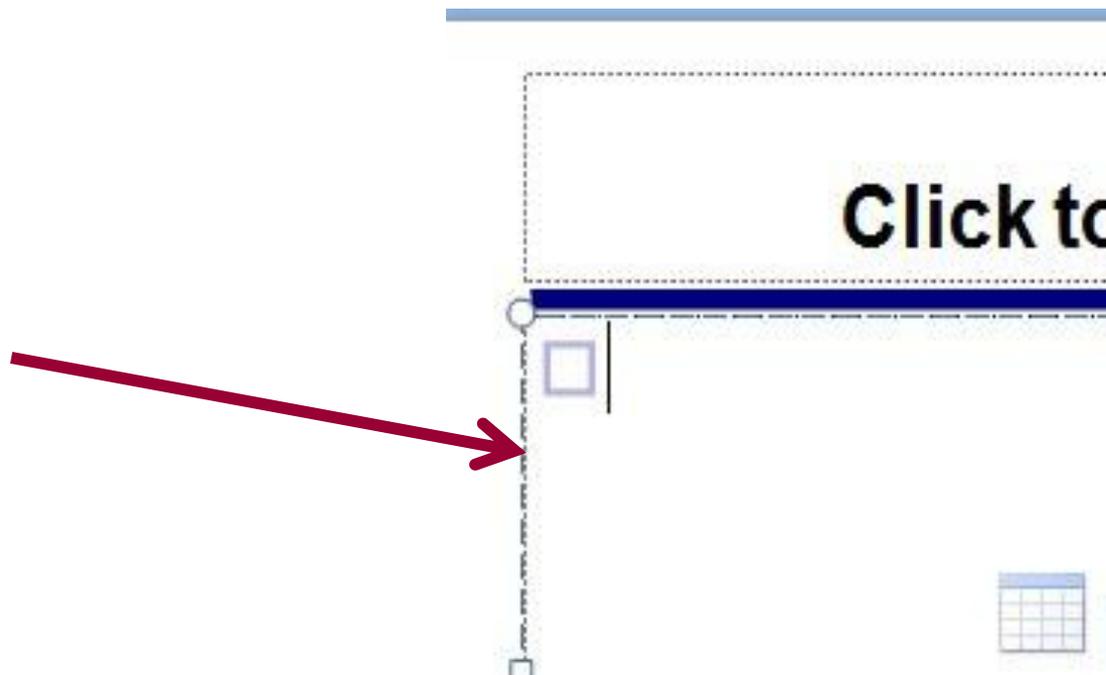


Slide Master

- Under View tab, click “slide master”
- Click on Colors – choose Grayscale – consider ‘color blind’ people
- Click on Fonts – choose a simple font (Arial, Calibri, Verdana)

Placeholder

- The area you type into is a box with a dashed border called a placeholder. All the text that you type onto a slide resides in a placeholder.



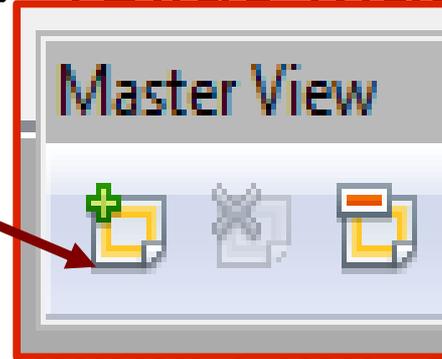
The Notes Pane

- Here, you can type notes that you'll use when presenting.
- You can drag the borders of the pane to make the notes area bigger

Master Design

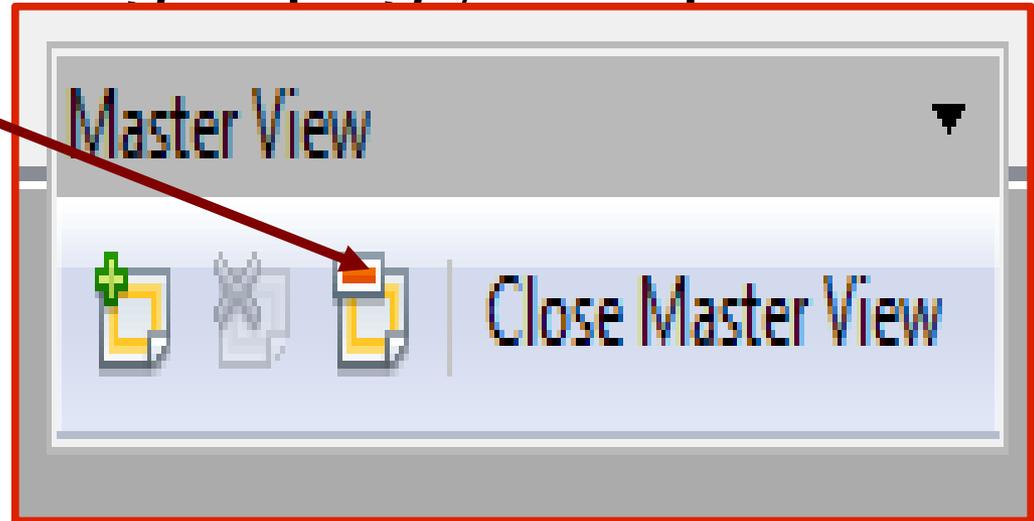
Master Pages, 1 of 2

- Menu: View → Master → [Slide Master]
- Select “New Master”
- For “Default1”:
 - Highlight title, right click; select Font, Size, Style
 - Repeat for each text level
 - For each text level
 - Select Numbering/Bullets → Custom tab
 - Designate character and size for bullet



Master Pages, 2 of 2

- Add any graphic designs [e.g., lines]
- Rename Master
- More masters
- Close
- See Tasks



Basic Slide Design....a review

- Points
- ≤ 3 levels
- Readability
 - Font
 - Font size
 - Case
 - Color
- [not paragraphs]
- Simplicity
- [think senior eyesight]
 - San serif [e.g., Arial]
 - 32-48 pt.
 - Mixed
 - Check gray scale

..

Import from a .pdf file

- Open in Acrobat Reader
- Under the <Tools> menu, choose “Select and Zoom” then “Snapshot tool”
- Highlight the area you want to capture
- Go to the Impress slide and right-click. Choose <Paste>.
- Re-size the image to fit.



- Commenting
- Drawing Markups
- Basic**
 - Hand Tool
 - Select
 - Snapshot Tool**
 - Hide Basic Toolbar
- Zoom
- Advanced Editing
- Measuring
- Typewriter
- Object Data



- Bookmarks
- Pages
- Signatures
- Attachments
- Comments

PAYER'S name, street address, city, state, ZIP code, and telephone no.		1 Unemployment compensation \$	OMB No. 1545-0120 2009 Form 1099-G
PAYER'S federal identification number	RECIPIENT'S identification number	2 State or local income tax refunds, credits, or offsets \$	4 Federal income tax \$
RECIPIENT'S name Street address (including apt. no.) City, state, and ZIP code		3 Box 2 amount is for tax year \$	6 Taxable grants \$
Account number (see instructions)		5 ATAA payments \$	8 Check if box 2 is trade or business income
		7 Agriculture payments \$	
		9 Market gain \$	

Form 1099-G

VOID CORRECTED

PAYER'S name, street address, city, state, ZIP code, and telephone no.		1 Unemployment compensation \$	OMB No. 1545-0120 2010 Form 1099-G	Certain Government Payments Copy C For Payer For Privacy Act and Paperwork Reduction Act Notice, see the 2009 General Instructions for Forms 1099, 1098, 3921, 3922, 5498, and W-2G.
		2 State or local income tax refunds, credits, or offsets \$		
PAYER'S federal identification number	RECIPIENT'S identification number	3 Box 2 amount is for tax year	4 Federal income tax withheld \$	
RECIPIENT'S name		5 ATAA payments \$	6 Taxable grants \$	
Street address (including apt. no.)		7 Agriculture payments \$	8 Check if box 2 is trade or business income <input type="checkbox"/>	
City, state, and ZIP code		9 Market gain \$		
Account number (see instructions)				

Form 1099-G

Department of the Treasury - Internal Revenue Service

Bringing in a Screen Shot

tw TaxWise 2010 : 1040 Individual : Guest : 111-11-1120

File Edit Form Letter View Bank Reports Communications Tools Help



Add Form/Display Form List (Ctrl+F10) Copy 1099G Wk (Shift+F10) Remove Form (Shift+F9) Close This Form (F10)

US 1099-G

Unemployment Benefits Received Worksheet

2010

This 1099G worksheet is for the: Taxpayer Spouse

1	Payer's name	
	Payer's EIN	
2	Unemployment benefits received		0.
3	Repayment of unemployment benefits received in 2010 and repaid in 2010		0.
	Repayment of pre-2010 unemployment benefits must be manually entered on Schedule A, line 23.		
4	Taxable unemployment benefits		0.
5	Federal income tax withheld		0.
6	state income tax withheld		0.

Form 1099-G

Amount received

Withholding

CORRECTED (if checked)

PAYER'S name, street address, city, state, ZIP code, and telephone no.		1 Unemployment compensation \$	OMB No. 1545-0120 2010 Form 1099-G	Certain Government Payments Copy B For Recipient This is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.
		2 State or local income tax refunds, credits, or offsets \$		
PAYER'S federal identification number	RECIPIENT'S identification number	3 Box 2 amount is for tax year	4 Federal income tax withheld \$	
RECIPIENT'S name		5 ATAA payments \$	6 Taxable energy grants \$	
Street address (including apt. no.)		7 Agriculture payments \$	8 Check if box 2 is trade or business income <input type="checkbox"/>	
City, state, and ZIP code		9 Market gain \$		
Account number (see instructions)		10a State	10b State identification no.	11 State income tax withheld

Form 1099-G

(keep for your records)

Department of the Treasury - Internal Revenue Service

Animation

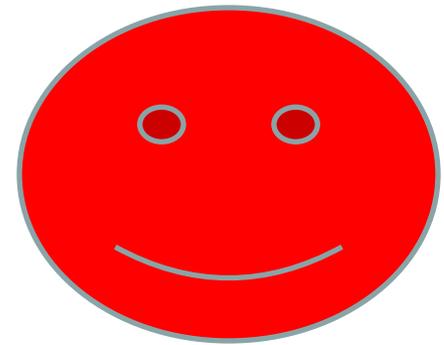
- Click on the Animations tab
- Click on Custom Animations
- New pane appears on the right
- Highlight the line(s) you want to animate
- Choose the effects

Effect “Appear”

- On the previous page, each line came in separately on “click”
- Highlight line, click on Add Effect on the animation pane
- Choose Entrance
- Choose Appear

Over Animation

- Animation can detract from your presentation.
- Be careful or you'll
- Loose your audience



Headers and Footers

- View Menu → Hheader and Footer
- Slides can have footers
 - Date and time
 - Footer text
 - Slide number
 - Show/Do not show on first slide
 - Apply / Apply to all
- Notes & Handouts: Headers and/or Footers

Before show time.....

- Sort slides
- **Slide Sorter Tab**
- Check general slide design
- Check grayscale images – color contrast
- **View Menu → Color/Grayscale**

Slide Show

- Slide Show Menu → Settings
 - All slides
 - Specified slides
 - Other options
- Rehearse timings
- Hide slide

Printing

- File Menu → Print
- Select one:
 - Slides
 - Handouts
 - Notes
 - Outline
- Usual printer setup choices
- **Beware** – No Print Preview

PREPARATION

- OUTLINE CONTENT
- ORGANIZE OUTLINE
- DESIGN AND BUILD SLIDES

DESIGN

- BULLETS, NOT TEXT
- INFORMATIVE - NOT A SHOW
- ATTENTION GETTERS OK IF NOT OVERDONE

DESIGN

- SLIDES SHOULD BE DEVELOPED USING BULLETS, NOT TEXT, AND SHOULD BE INFORMATIVE, NOT FOR ENTERTAINMENT.
- SOME ATTENTION GETTERS ARE OK BUT IF OVERDONE CAN BE DISTRACTING.
- THESE **SLIDES** SHOULD **NOT** BE **MULTICOLORED** AND **RED** OR **GREEN** SHOULD BE AVOIDED

BUILD THE SLIDES

- SIMPLE
 - BACKGROUND
 - FONT
- AVOID CROWDING
- DISPLAY A MESSAGE

Limit Your Text

- Do not try to be too specific
- Bullets can be ‘talking points’
- Details get lost – or forgotten
- It can be boring/confusing reading what you listen to

Questions?

Comments?

Have fun!