

# Advanced Tips for Presenters

## Using PowerPoint, Prezi etc

So you've mastered the basics, here are some additional ideas to expand your repertoire

### 1. Inserting objects

If you want an object to repeat on every slide such as a logo or other graphic, insert it on the master (View-Master menu option in PowerPoint 2003 and on the View tab/Presentation Views group in PowerPoint 2007).

### 2. Using graphics

Graphics are a great way to enhance your presentation, although it is important that they are relevant and not copyrighted. Simple Google image searches can locate useful resources; it is also useful to build up your own library of relevant images etc. They should supplement your content, not divert attention from it.

While technological bells and whistles such building up slide layers can be effective, they can also be annoying – look for the balance.

### 3. Moving graphics

Charts can be brought to life by animating them. To animate an existing chart, select it and choose Slide Show, then Custom Animation. On the Chart Effects tab, choose the kind of animation you want from the drop-down list on the left.

In PowerPoint 2007 there are some new diagrams included within the Insert, SmartArt section. Using custom animation, you can bring up the Effect options and the SmartArt animation tab will allow you to animate each element of your diagram separately. If you insert an item of clip art and then Ungroup it, this should break it down into its constituent elements. You can then animate them all and set each animation to begin "After previous" - and appear from a different direction if you really want. When you start the animation your picture should be built up an element at a time.

#### 4. Putting sound files into presentations

The easiest way to record sound to include within an animation is by using the built-in Sound Recorder in Windows XP: Start-All programs-Accessories-Entertainment-Soundrecorder.

See also: <http://office.microsoft.com/en-nz/powerpoint-help/use-embedded-and-linked-sound-files-in-powerpoint-HA001034823.aspx>

Based on: [trainingzone.co.uk](http://trainingzone.co.uk) & [virtualsalt.com](http://virtualsalt.com)