

## PowerPoint Tips & Tricks

### Introduction

I have attended many seminars and webinars which the presenter is well prepared, has excellent knowledge of a topic and yet seems to break many rules of PowerPoint slide design. They will show overcrowded slides, animations for the sake of animating something and use a variety of unrelated graphics. This workshop will give participants the tools needed to tweak their PowerPoints and avoid these common pitfalls.

### Time-Frame

This project is the design plan for a six week workshop, instruction on how to

### Learning Goal

By the end of the workshop, participants will revise slides from a previous presentation using PowerPoint functions taught.

### Learners

Originally designed for Librarians. The content is easily transferrable to any variety of PowerPoint users looking to increase their knowledge. All of the participants will have designed a PowerPoint presentation, they are not beginners.

This is a non-credit course and as such no grades will be given.

Previous PowerPoint Design experience is required including familiarity with:

- Insert Text
- Change Colors
- Add Graphics
- Use Templates
- Set Up Slide Show

Each asynchronous module will include a Short Video(s) on topic offered in a straightforward step by step process. A Reading, Activity/Assignment, and Discussion Forum on topic is also included. There will be a weekly meeting conducted in Zoom to answer student questions and help build a community of learners.

## **The structure of this workshop will include six Modules:**

- Font
- Color Palette
- Graphics
- Shapes
- Slide Design/Revision
- Presentation

## **Course Content**

Videos - Instructional Videos created by instructor

Online resources - Readings, charts and additional videos on topic

Learning Management System - Moodle

Tools for Interaction - email, Moodle Forums, Zoom for live meetings

Quizzes

## **There will be opportunities for:**

Discussion

- Individual Topic Forums
- Zoom Class

Future plans include use of

### **Twitter**

- Class Announcements
- Discussion
- Offer Reading Links

### **Instagram**

Primarily display of student before and after slide demonstrations

## **Accessibility**

- Transcripts available
- All videos have captions
- Offered to transfer material to greyscale if needed
- Instructor will offer assistance as needed

## Interaction - Students and Student/Instructor

An interactive component with students (discussion, review, etc.) ideally among students but also potentially between a student and instructor.

For this initial assessment, there are two opportunities for students and student/teacher interactions

Forums within the Moodle module.

During each topic students are asked to post assignments and comments.

There is also a mandatory Zoom session for each Topic.

A chance for students to ask the instructor questions

## Learning Outcomes

Demonstrated ability to:

Modify Text

Design a color palette

Describe tools for inserting and transforming graphics

Students will identify practical tips for presentation

Final project: Revision of previous PowerPoint

## Motivation

Demonstrate how easy it is to make simple changes that elevate their presentations

Use real life example to show my mistakes

Share their before and after slides to confirm what they learned

## Assessment

Learning Outcomes – This is a non-credit course

- o Demonstrate ability to modify text
- o Design a color palette
- o Describe tools for inserting and transforming graphics
- o Students will identify practical tips for presentation
- o Final project: Revision of previous PowerPoint

Students will complete a registration form which includes a self-evaluation of  
[https://docs.google.com/forms/d/e/1FAIpQLSf6CzT\\_eFkv8Lb7d7K73-](https://docs.google.com/forms/d/e/1FAIpQLSf6CzT_eFkv8Lb7d7K73-)

They will submit five slides from a previous PowerPoint presentation.

They will be tested to see if general knowledge has increased  
<https://docs.google.com/forms/d/e/1FAIpQLSdydJLdPV->

Student Final Project is to revise the initial five slides submitted at beginning of  
Instructor/Course evaluation is available at:

[https://docs.google.com/forms/d/e/1FAIpQLSeArUwb89qVT4L\\_nTSSdyFJtecV2arNwfmLqdlwoJ](https://docs.google.com/forms/d/e/1FAIpQLSeArUwb89qVT4L_nTSSdyFJtecV2arNwfmLqdlwoJ)