How to Add Character and Voice to Your Power Point Presentation
Presented by Brooke Hill
Graduate Assistant Instructional Design
Academic Skills Center, Walden University
Presenters Today are...

• Brooke Hill: Presenter
• Nancy Brown: Moderator
Introduction: The Importance of “Voice”

• This webinar will focus on how to create both character and voice in your presentation

• Adding some appealing visual elements can boost your audience attention and the power of your presentation

• You will take a basic presentation to the next level through visual, sound, and display effects
Objectives

The purpose of this presentation is to learn how to add design, narration, transitions, and video/film to your presentation.
Topics Covered Today

• Learn how to select a theme for your presentation
• Learn how to add transitions between slides
• Learn how to add narration to your slides
• Learn how to add video and website links to your presentation
• Learn how to arrange and utilize effective visuals for a powerful presentation
Opening Power Point

• In reference to our first webinar in the series open power point on your computer as you normally would

• The first step to creating “voice” in your presentation is to select a background theme
Opening Power Point
Selecting the Background and Theme

- At the top of your page select the design tab on the tool bar
- Across the top of the page you will see a series of colorful backgrounds and designs to use for your presentation
- Select one by clicking on the one you like or the one that fits the topic you are presenting
- Once you select a design you can manipulate the font, the effects and the color schemes
- Located on the right side of your computer screen is there are three options, color, font and effects
- To change any of these items click on the arrow next to the words to select the changes you desire.
Background and Theme

How to create a Presentation

By...
University
Job
Template Customization

• Template customization is a fun way to change the colored background of your presentation.
• Select the design tab on your toolbar at the top.
• Select the template you want to use and then to the right of the template choices you will see three prompts Colors, Fonts, Effects, these are your customization tools.
Template Customization Demo

- Demonstration on customizing color with background and theme in PowerPoint
Transitions

• Transitions between slides can help the fluidity of your presentation
• To add transitions between slides select the animations tab at the top of your page
• Across the top of your page you will see several transitional designs to use
• Select the slide you want to have a transition then select the transition you want for the slide
• In order for this aspect to be successful have several slides completed of your project so that you may be able to view the transitional process
Transitions continued...

• To view the transition select the view tab at the top of the page
• You will see several functions across the top select the function called slide show
• The presentation will become full screen and use the arrows on your keyboard to toggle between slides
• To end the view session click the escape key on your keyboard
• You can also add sound to your transitions and adjust the speed of them by using the Transition Sound and Transition Speed Menu
Transitions

How to create a Presentation

By...

University

Job
Transitions

Click to add title

- Click to add text
Narration

• Adding narration to some or all your presentation can give it a different effect
• To add narration to your slides first select the slide show tab at the top of your page
• You will see several functions across the top, select the function called record narration
Narration Continued...

- The computer will ask several prompts before you begin, click OK for the first prompt.
- The page will go black and then you can begin recording your segments for each slide.
- Toggle between slides by using your arrow keys on the keyboard.
- Once you are finished, click the escape button on your keyboard and click yes for the prompt that appears on the page. Click no if you need to redo your narration.
- If you do not have a microphone function on your computer, this will not work.
Step 2: If you have prerecorded narration select browse. If not then make sure the levels are correct for microphone, and then select ok to follow the prompts.
Narration

- Demonstration
Mini videos are helpful when you are trying to demonstrate an idea or concept visually for your audience.

To insert a video from your computer select the slide in which you want the film to be presented.

In the center of the slide you will notice several icons, click the film reel icon.

Follow the prompts for inserting the film you desire to use.
Film and Video Continued...

- If you are inserting a film from YouTube all you need to include is the link from YouTube.
- To find link for a YouTube film select the share button on the webpage, a URL will appear in a box, copy and paste URL in to presentation.
- Remember this URL will only work if you have internet access where you are presenting your presentation.
Music Selection

• You can add music to your presentation well.
• Look at the media clips icon and select the sound icon
• Follow the prompts for inserting music into your presentation
• Remember this will only work if you have digital music files saved to your computer such as Itunes or MP3
Film and Video

• Demonstration
Music Insertion Video/Demo

- Demonstration
The Notes Section of Power Point

• At the bottom of your presentation you will observe a bar that says “Click to add notes”.
• This is an area for you to add notes to a presentation you plan on printing for your audience.
Notes Use Demonstration

• Notes Demonstration
Citation and PowerPoint

- Citing your work is critical in an academic setting.
- Follow the specifications your professor, instructor/teacher/boss requires for your work.
- At the end of your presentation have slide designate for the work you referenced.
- If you have more questions about formats and requirements visit our Writing Center:
  - Students should refer to the Writing Center’s APA formatting resources.
  - Students should refer to the Writing Center’s resources for writing with precision and clarity.
The Arrangement Checklist

✓ You arrangement is very important with Power Point
✓ Remember to select a theme that suits your topic and will engage the audience
✓ Select transitions that are smooth
✓ When narrating a presentation make sure you rehearse what you want to say, speak clearly, and enunciate your words
✓ Make sure your computer has recording abilities
✓ For film and video depending on the file source make sure you embed the link in your presentation, and make sure the film you choose works before presenting or submitting
✓ Most of all experiment and have fun
Homework for You

• Now it’s time to test these applications on a presentation of your own.
• Put together a simple presentation and add transitions, sound, narration, film, or a combination of some or all concepts.
• Practice and explore the program, it is the best way to learn
Resources for You

• For more information, including archived recordings, resources, and tutorials, visit us at:
• Academic Skills Center Website
  http://academicguides.waldenu.edu/academicskillscenterhome
• Skill-Builder Website
  http://academicguides.waldenu.edu/ASC/skillbuilder
• E-mail: ASCTutoring@Waldenu.edu

• More will be coming soon so check the Academic Skills Website for updates.