

# Career Change Program

## Presentation TOOLS

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Please [click here](#) for [Printable version](#)  
(2 pages) in pdf format

### Important.

Browsers and operating system behave differently.  
MS Internet Explorer files will open in new windows.  
Other browsers files need to down load open in original programs

### Using PowerPoint



*This section is for people new to PowerPoint or who want a quick refresher.  
Those with more advanced skills or a need to think about the art and science of Presentations [go here](#)*

### *Mastering PowerPoint*

Please right mouse click the leprechaun and download to your computer.



Then open it with MS PowerPoint elements and techniques that we will quickly cover

It is a sampler of PowerPoint

- setting up a slide show
- picking the slide view
- adding slides
- backgrounds
- text
- word art
- graphics ( photos and clip art)
- animations
- transitions
- builds
- sounds

[PowerPoint in the Classroom](#) from the internet site [actden](#) **actden** (Digital Education Network) is a useful resource. It is geared for young students. You can print out tutorials free of charge.

<http://www.actden.com/pp/>

### *That little bit more*

### Useful Links

Via  
Victoria University  
Intranet

[Intranet](#)

[How to use Student Email](#)

From any Internet  
Linked Computer

[VU web Site](#)

[Student Email](#)

[Search Tips for Using Search Engines](#)

[Google.com](#)

[SofWeb](#)

[WebCT](#)

PowerPoint has been getting a mixed response in educational circles over the last few years. It can still be a powerful tool for teachers and students but only if used thoughtfully .

## Links

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[MicroSoft itself](#) this link has a tutorial for PowerPoint for Office 2000 still useful. Other MicroSoft resources include lists of [tutorial and lesson plans](#) as well as pages on [instructional materials](#) .

<http://www.microsoft.com/education/Office2kTutorial.aspx>  
<http://www.microsoft.com/Education/Tutorials.aspx>  
<http://www.microsoft.com/Education/InnovativeTeachers.aspx>

On the MicroSoft site is a link to this page from the [University of Minnesota](#), this has a good range of resources to follow up (especially a section on using PowerPoint for games) and an excellent quote to start with

<http://www1.umn.edu/ohr/teachlearn/workshops/powerp/index.html>

"At a minimum, a presentation format should do no harm to content. Yet again and again we have seen that the PP cognitive style routinely disrupts, dominates, and trivializes content. Thus PP presentations too often resemble the school play: very loud, very slow, and very simple.

The practical conclusions are clear. PowerPoint is a competent slide manager and projector for low-resolution materials. And that's about it. PP has some occasionally useful low-end design tools and way too many Phluff-tools. No matter how beautiful your PP ready-made template is, it would be better if there were less of it. "  
(Edward R. Tufte, The Cognitive Style of PowerPoint, 22)

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From Jamie McKenzie at [From Now On](#) (fno.org) comes the great term [Powerpointlessness](#) . Of course the site is about not being powerpointless.

<http://optin.iserver.net/fromnow/sept00/powerpoints.html>

Jamie's site has a wealth of information and is invaluable for using technology in a real and meaningful way across the curriculum.

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[Atomic Learning](#) have small video tutorials on using [PowerPoint](#). They have some for free, the rest need to be purchased , but the free tutorials are valuable anyway