

POWERPOINT HELP LINKS

Below are links to web sites that can help guide you create your PowerPoint. Keep in mind that your presentation will be graded primarily on content, not your PPT skills. But the better your skills, the easier it will be for you to manipulate your information and express yourself.

1. Use build slides in animation
2. Use a graphic on as many slides as possible
3. Limit number of words per slide to 15-20, max of 30 (30-30 Rule)
4. Avoid using any point size less than 30 (30-30 Rule). Vary point sizes to clearly differentiate more/less important info and text/headings.
5. Avoid slides with complete sentences (those should be coming out of your mouth). Use bullet lists of intelligible phrases to organize information and aid audience memory.

STEP-BY-STEP TUTORIAL FOR BEGINNERS

This tutorial is also available as a Word document download.

[Microsoft's PowerPoint Tutorial for Beginners](http://www.microsoft.com/education/PPTTutorial.mspix)
<http://www.microsoft.com/education/PPTTutorial.mspix>

BASIC DO'S AND DONT'S

Some of the information on these sites will be redundant of above, but the alternate presentation may be helpful.

[Boise State's Tips for Effective Powerpoints](http://kinesiology.boisestate.edu/kines442/tips_for_making_effective_powerp.htm)
http://kinesiology.boisestate.edu/kines442/tips_for_making_effective_powerp.htm

[Dr.Saylor's Effective Powerpoints](http://people.csp.edu/saylor/effective_powerpoint.htm)
http://people.csp.edu/saylor/effective_powerpoint.htm

ADVANCED GRAPHICS, ANIMATIONS, SOUND

When you're ready for some gee-whiz sizzle, here are some excellent tutorials.

[David's Quick Video Guide to Slide Builds and Transitions](http://www.peakwriting.com/UOP/PPT/Animating_Your_PPT.html)
http://www.peakwriting.com/UOP/PPT/Animating_Your_PPT.html

[National Center for Education Statistics](http://nces.ed.gov/nceskids/graphing/) (wizard for creating a graph)
<http://nces.ed.gov/nceskids/graphing/>

[Animate Your PowerPoints - MicroSoft](http://www.microsoft.com/canada/smallbiz/themes/build-your-business/Tip-Animate-Your-PowerPoint-Presentations.mspix)
<http://www.microsoft.com/canada/smallbiz/themes/build-your-business/Tip-Animate-Your-PowerPoint-Presentations.mspix>

FREE TEMPLATES AND POWERPOINT PACKAGES

[148 free templates](http://www.soniacoleman.com/templates.htm) <http://www.soniacoleman.com/templates.htm>

[Links to 12 Free PPT Template Sites](http://www.indezine.com/products/powerpoint/freetemplates.html)
<http://www.indezine.com/products/powerpoint/freetemplates.html>

[Microsoft Office Templates for PowerPoint](http://office.microsoft.com/en-us/results.aspx?Scope=TC&Query=powerpoint) <http://office.microsoft.com/en-us/results.aspx?Scope=TC&Query=powerpoint>

FREE CLIP ART / GRAPHICS

[Microsoft Office Clip Art and Media](http://office.microsoft.com/en-us/results.aspx?Scope=TC&Query=powerpoint)

<http://office.microsoft.com/clipart/default.aspx?lc=en-us>

[Google Image Search](http://www.google.com/imghp?hl=en) <http://www.google.com/imghp?hl=en> (in "Advanced Image Search" select size as "Large"; you will reduce number of hits to those useable on PowerPoint)

[Lycos multimedia search](http://multimedia.lycos.com/) <http://multimedia.lycos.com/>

[Bengt's Photo Page](http://web.telia.com/~u54105795/) <http://web.telia.com/~u54105795/>

[Yahoo Picture Gallery](http://gallery.yahoo.com/) <http://gallery.yahoo.com/>

[United Nations photos](http://www.un.org/av/photo/) <http://www.un.org/av/photo/>

[National Geographic galleries](http://www.nationalgeographic.com/siteindex/photogallery/) <http://www.nationalgeographic.com/siteindex/photogallery/>