PowerPoint Tips and Tricks

Using the Template
- Speakers are encouraged to use PowerPoint instead of Prezi to avoid a delay in the WiFi connection when presenting.
- If a speaker plans to show a video in their sessions, it should be embedded into the presentation.
- Content must be legal and code compliant and include references.
- Marketing and other promotional materials must not be included in the session.

Select a Layout in the CSC PPT
- Select a slide on the left side panel.
- Right click on the slide and click 'layout'
- Select the appropriate layout.

Insert a Video
- Save the video to your laptop in a MOV. Format.
- Go to the slide where you would like to insert the video.
- Select the Insert tab on the toolbar (third tab from the left)
- Click the drop-down Video and select on my PC.
- Find the video and click ok. The video will appear on the slide.
- Special features by right clicking on the image of the video.
  - Style: Can add a border from the options provided.
  - Trim: Can shorten the video by dragging the green icon on where you would like the video to begin and same with the red icon on where you would like the video to end. Once done, click ok.
  - Start: Can customize when you would like the video to start i.e. In click sequence, Automatically, or When clicked on.
- Videos are encouraged to be included using this method to avoid any delays.

Insert the Countdown Clock
- Copy and paste the countdown clock from the CSC22 PPT to the slide that you would like to use.
- Timer is pre-set to a 1-minute countdown.
- Refer to the special feature tips above to customize.

Insert a Transition

- • Transitions are not required but they are a nice add-on feature to enhance the presentation.
- • Select the slide that you would like to customize the transition.
- • Select the Transitions tab on the toolbar (fourth tab from the left).
- • Select the transition you would like to do i.e. morph, fade etc. When selecting the transition, PowerPoint will give you a preview of what the slide will look like.

• Special features

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o Duration: Specify the length of the transition.
o Advance slide on mouse click or can after #X of seconds.
o Apply to all slides
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Prior to sending the presentation, please ensure...

- The required slides are included and is in the CSC template.
- The content meets the session description and attendee takeaways.
- The estimated time to present the content is within the assigned time allotted. (Recommend 1 minute per slide).

If you have any questions or need assistance, please e-mail Dana.McClay@EmearldX.com