"Unleash the Power of PowerPoint"

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Security Code 11717

INTRODUCTION BY
Tony Messer, SASBO President

MODERATED BY
David "DK" Kornegay
Director, Community and Client Content

SASBO

SASBO's Expert Exchange Online Professional Development Series

Moderated by DUDE SOLUTIONS
SchoolDude | FacilityDude | TheWorxHub

Welcome

Tony Messer
SASBO President

Our Speaker Today

David “DK” Kornegay
Director, Dude Solutions
Community and Client Content

Agenda

- Preparing the Content
- Technical Tips and Tricks
- Preparing for Presenting
- Giving the Presentation

Preparing the Content

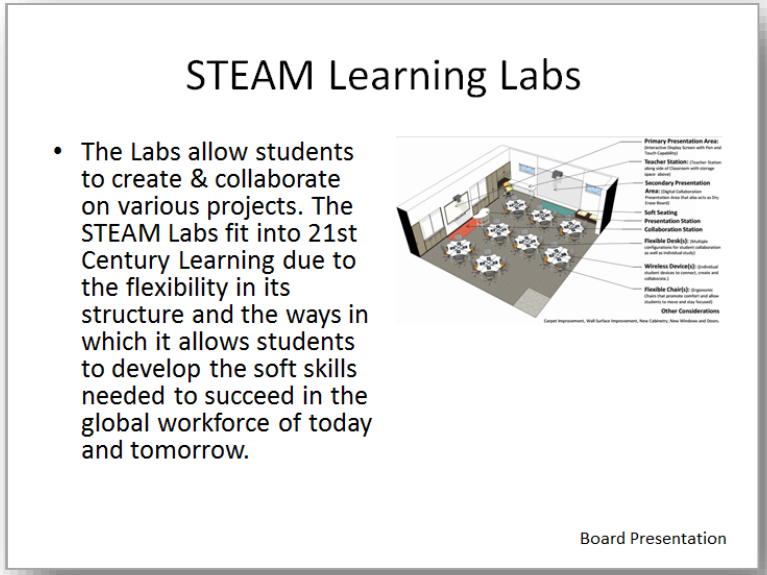
Must Do's

- Be Credible
  provide solid information
- Have a plan
  provide direction/strategy
- Think how your audience thinks
  layman's terms, little-to-no jargon

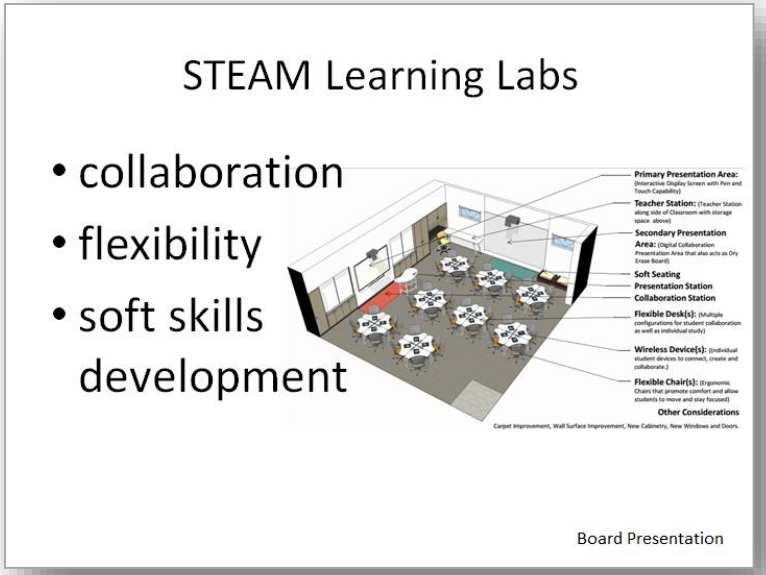
Take it back to Elementary School…

Don't Worry About…

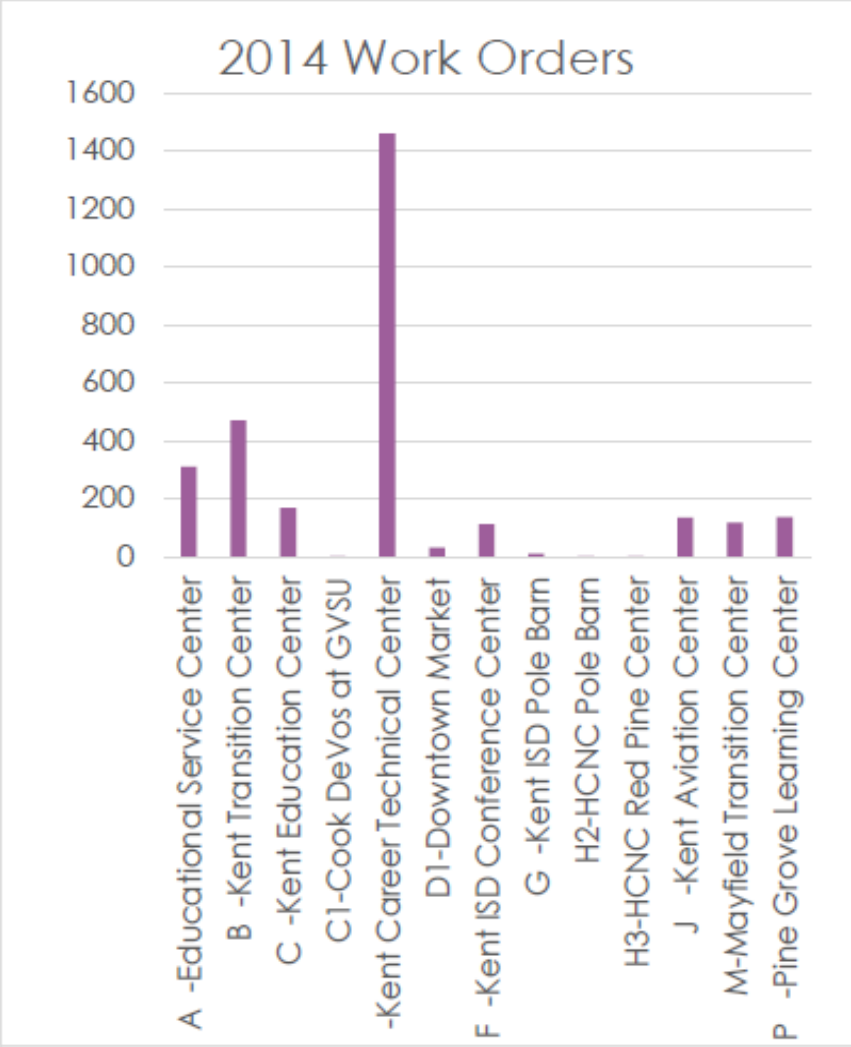
- Being "smooth" or "slick"
- Following a script
- "Over-detailing" a presentation



vs.



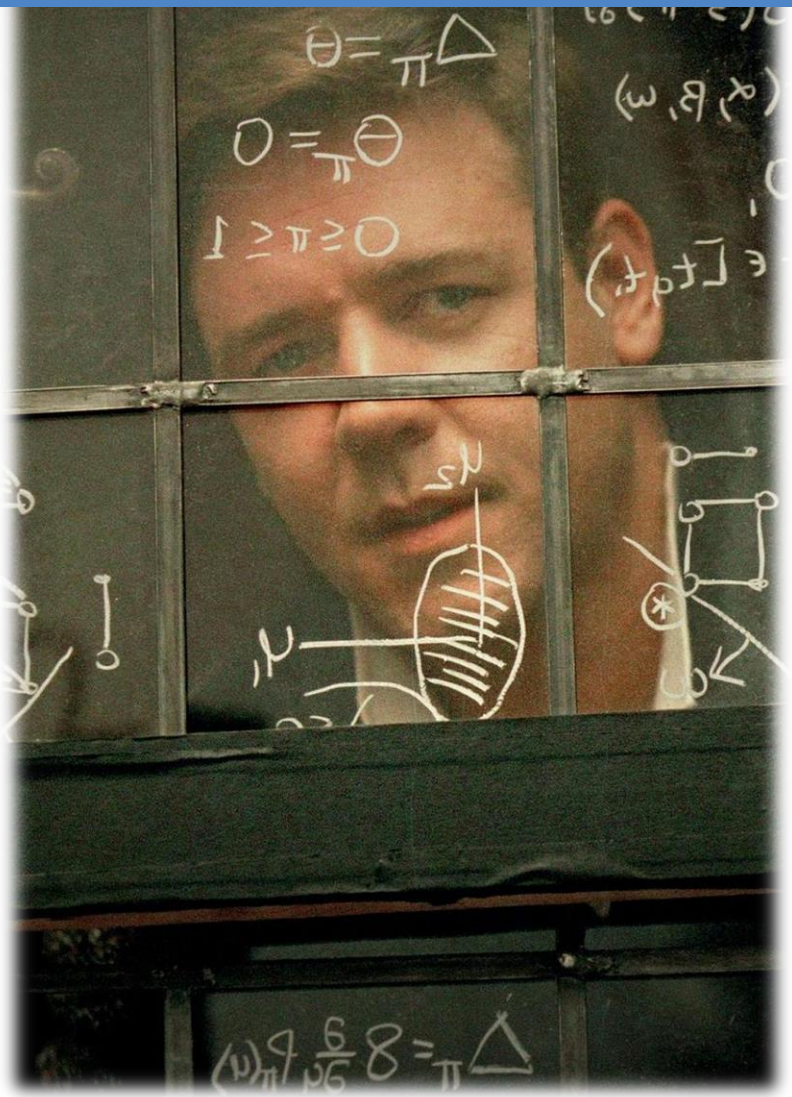
Tell a Story with Visuals



From December 1st 2013 through December 1st 2014 the Facilities Operations Department completed a total of 2946 work orders. Of those only 96 were not maintenance related. The other 2850 were maintenance work orders. The work orders cover over 300 different crafts. This year is the second year the ISD was responsible for the Downtown Market, KEC Mayfield, and the New KIH expansion.

Beware!

Knowledge can be both a blessing and a curse



Keep

It

Super

Simple

Especially

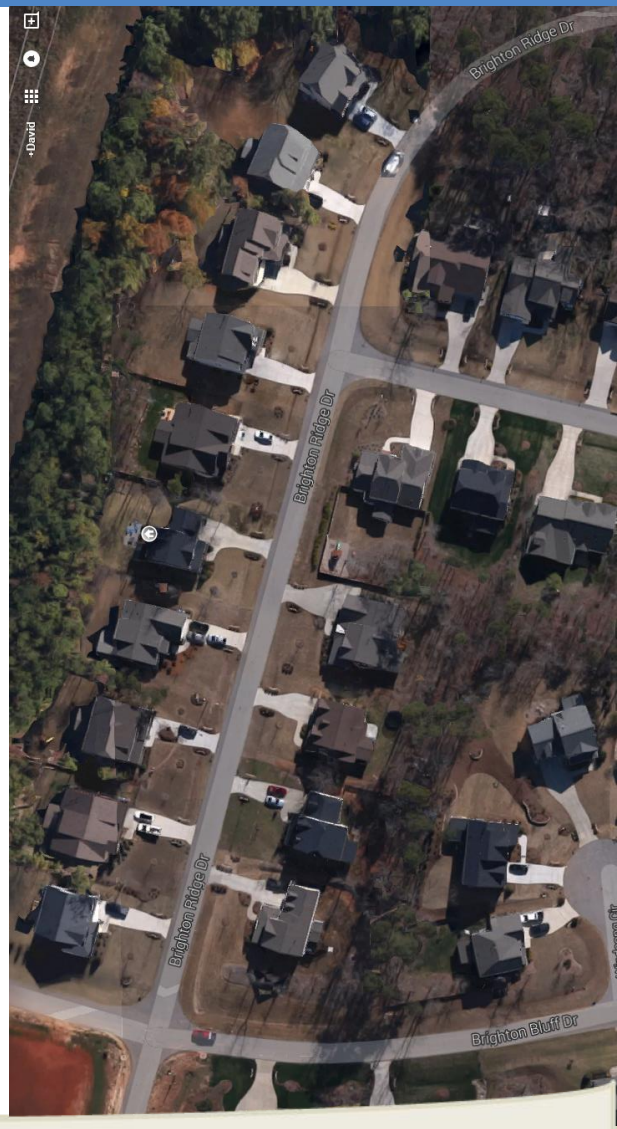
Stats

Custodial Staff

A custodial staff member cleans an average of 28,500 sq. ft.

If an average home is 1,500 sq. ft., then each custodian cleans 19 homes each day.

And each house has 40 people



Technical Tips and Tricks

Quick PowerPoint Tips

USE *NOTES* VS. *A SLIDE*

10/20/30 RULE

- 10 Slides
- 20 Minutes
- 30 Font

BREAK THE MONOTONY

- Animation
- Simple Text vs. paragraphs
- Colors and Font changes
- Transitions

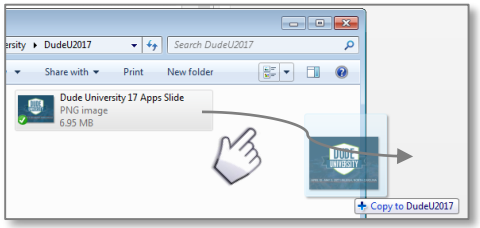
PowerPoint Keyboard Shortcuts

To do this	Press
Dictionary / Thesaurus	SHIFT + F7
Undo	CTRL + Z
Re-do	CTRL + Y
Duplicate (alternative for copy/paste; works for a part of a slide, or the whole slide)	CTRL + D
Paste Special	CTRL+ALT+V
Group a series of images together *(easier to move/resize, have to select multiple ones)*	CTRL + G

Most Essential Tips!

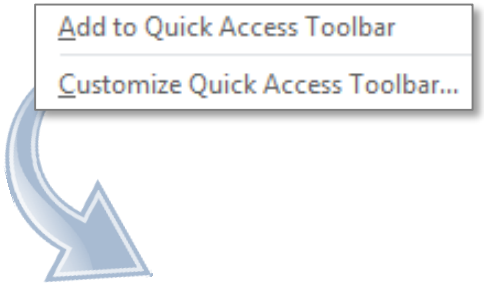
Right-click in different places

Many core functions are available, depending on what or where you right-click



Drag and Drop

It makes you look smooooooooth ☺



Use a Custom Toolbar

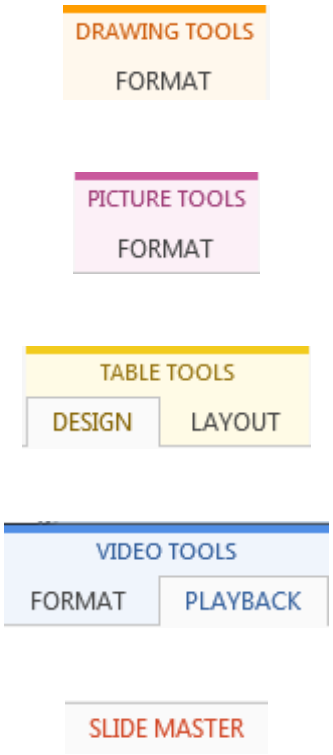
Add frequently-used items from menus to a single bar.

Handy Functions

1. Normal
2. Slide Sorter
3. Reading view
4. Slide Show view *(can also press F5 to start show from beginning)*
5. Zoom
6. Zoom slide bar and buttons
7. Auto-expand slide to fit screen

Most useful: 1, 2, 4, 7

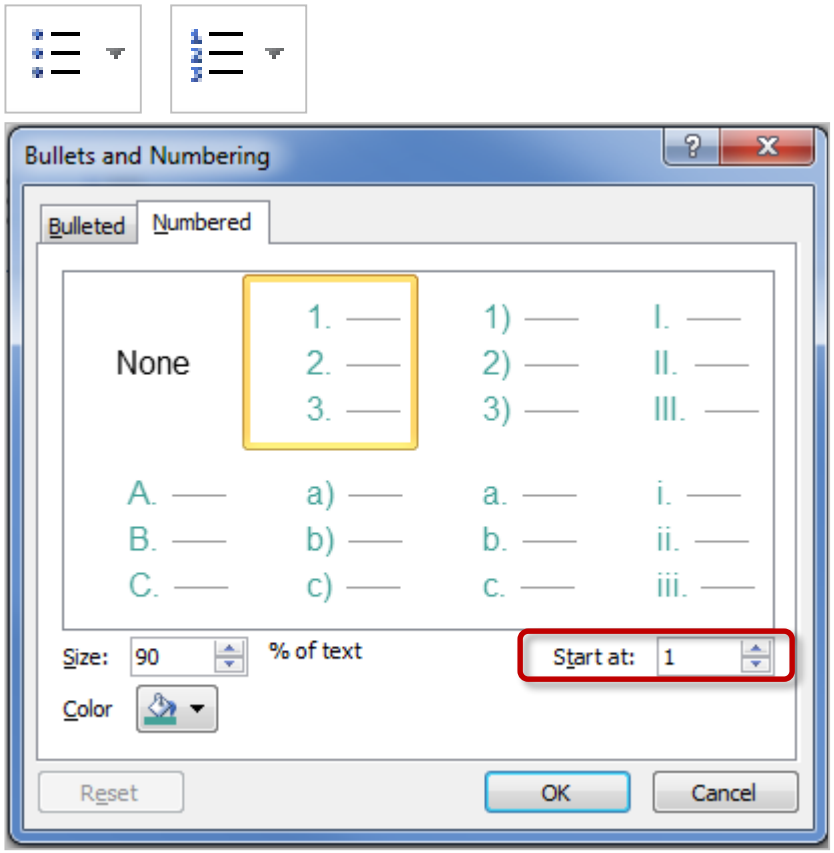
Handy Functions



Toolbars stay hidden until you select objects such as a picture or text box, and will have handy related features.

Usually appears at the top center.

Bullets and Numbers



- Use menu icons at the top, or right-click in a text box for these options
- Click on the small arrow to allow choices for Bullets and Numbering such as color, size, etc.

Copying/Pasting/Inserting

Instead of traditional "Copy/Paste", consider "Copy/Paste Special" options such as:

- Keep Text Only
- Paste as a Picture
- Other **Format** or **Source** options

What We'll Tackle Next…LIVE

The most common irritations and time-killers:

- Consistency
- Prettiness
- Lining items up
- Other "preventers of profane language"

PIN

Second number in your pin is…

Formatting and Text Tricks

- Slide Master
  - Layouts
- Alignment

- Shift + Enter
- Paragraph and Font menus
- Format Painter

Quick Fixers

- More Alignments!
- Arrangements/Layers
- Grouping
- Line Connectors
- Set as Default
- Eyedropper
- Transparent Color

Visuals

- Quick Styles
- Crop
- Effects
- SmartArt, Charts
- Pictures, Screenshots
- Audio/Video

Graphics

- Use a white background or area on your slides
- Google and Bing have image searching
- Resize and crop when needed
- Transparent color
- Re-color

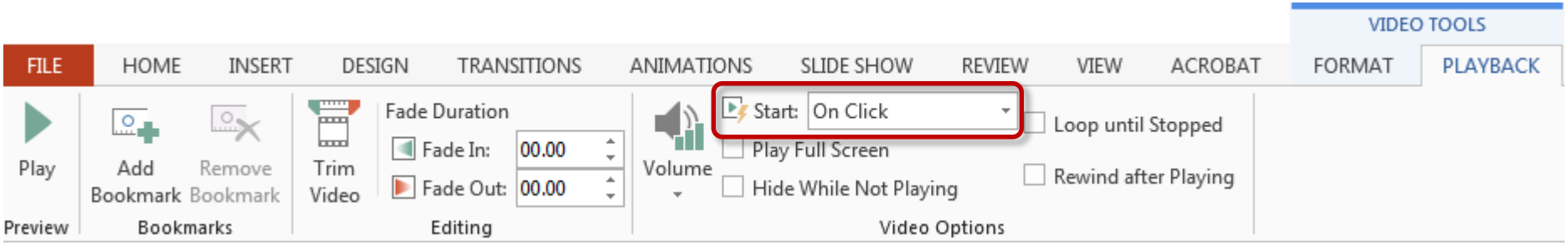
Original

Transparent Color (removed white)

Adjusted Color (used gray)

Adjusted Color and Transparent Color

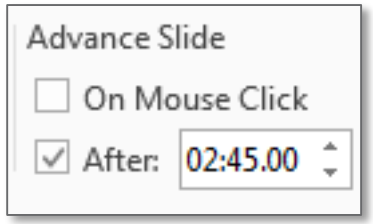
Videos



Critical: does it start automatically or manually?

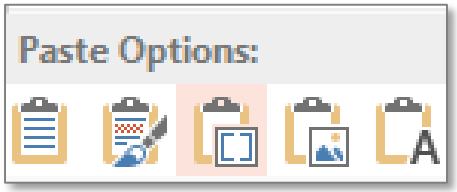
Other features:

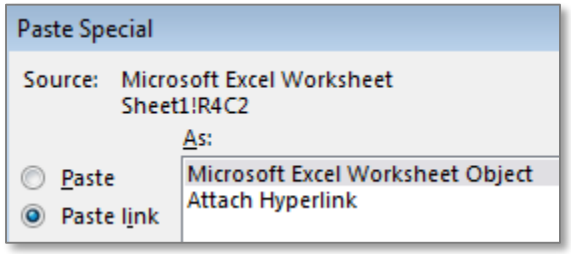
- Trim the start or end
- Switch to full screen view vs. in the slide
- Use the *Transitions* menu if you want to automatically go to the next slide after the video time is complete



Tables vs. Spreadsheets vs. Picture

- PowerPoint tables are finicky, so keep it basic for using tables
- Paste Special from Excel gives options:



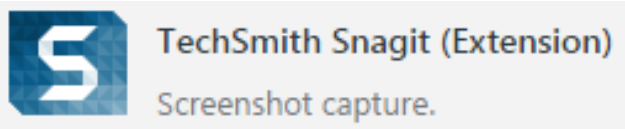


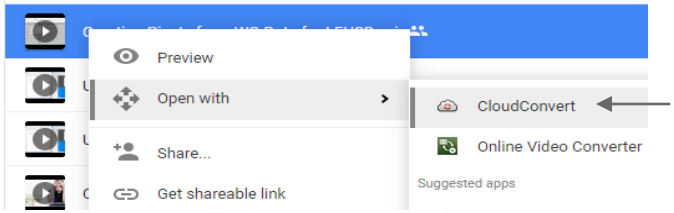
Description	Location	Status	Priority
Add outlets for new mailroom	Administration Building	New Request	Medium
New cabinets for mailroom	Administration Building	New Request	Medium
Add Apple TV for board room for those wit	Administration Building	New Request	Medium
Add laptop connectors for television for nc	Administration Building	New Request	Medium

Example of Live Linking to Excel file

Other Tricks in My Arsenal

- PowerPoint is not your only option for a show and tell:
  - Adobe PDF (CTRL + L, or View/Full Screen)
  - Prezi, Google, Apple
- Audio/Video from a PPT show:
  Snagit for Chrome (stores in Google Drive)





Converts to other formats (e.g., MP4)

Preparing for Presenting

What An Audience Sees

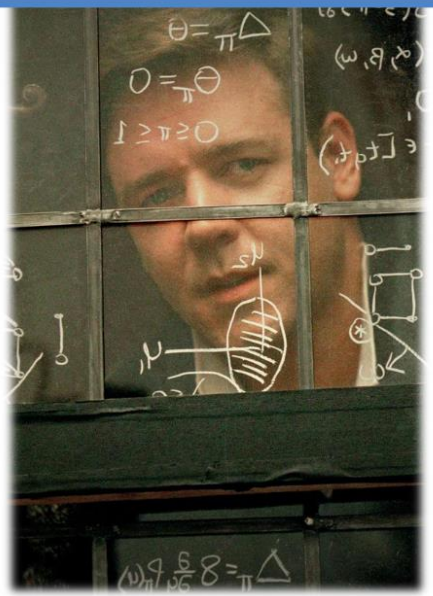
What I See

SHOW TASKBAR DISPLAY SETTINGS END SLIDE SHOW

0:00:46 2:44 PM

Beware!

Knowledge can be both a blessing and a curse



Keep
It
Super
Simple
Especially
Stats

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Slide 14 of 35

Next slide

Custodial Staff

A custodial staff member cleans an average of 28,500 sq. ft.

No Notes.

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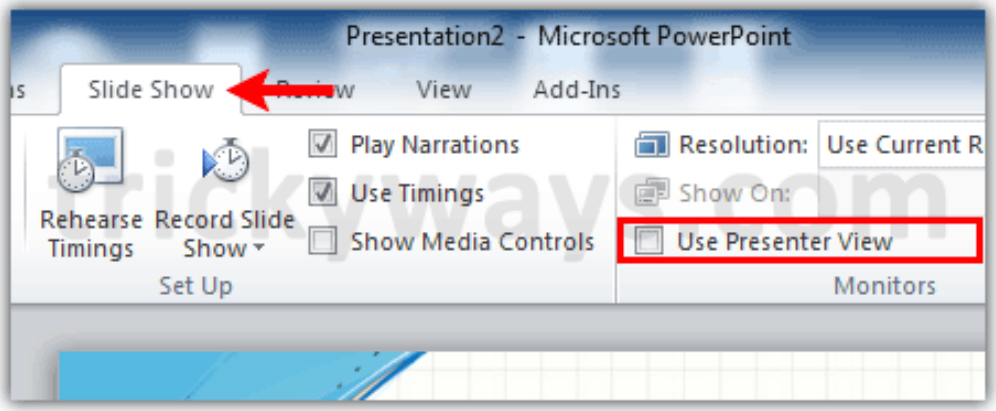
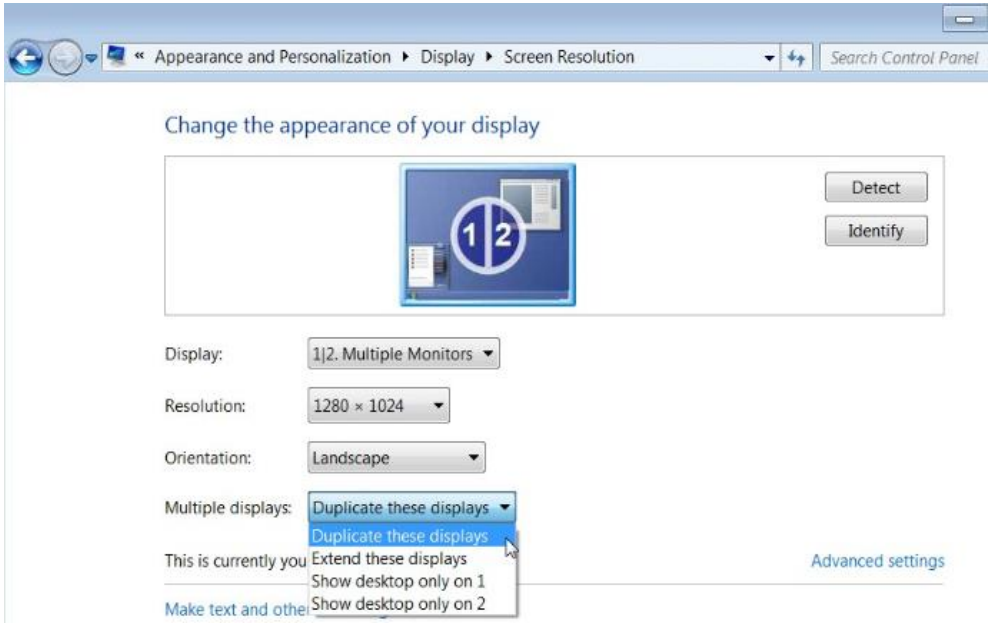
"Presenter's View"

- Pick where to "show" the audience their view
- Set your *computer* to show in an **extended desktop** mode as that enables options on where your view is





PowerPoint Shortcuts in *Show* Mode

To do this	Press
Start a presentation from the beginning.	F5
Perform the next animation or advance to the next slide.	N, ENTER, PAGE DOWN, RIGHT ARROW, DOWN ARROW, or SPACEBAR
Perform the previous animation or return to the previous slide.	P, PAGE UP, LEFT ARROW, UP ARROW, or BACKSPACE
Go to slide *number*.	*number*+ENTER
Display a blank black slide, or return to the presentation from a blank black slide.	B or PERIOD
Display a blank white slide, or return to the presentation from a blank white slide.	W or COMMA
End a presentation.	ESC or HYPHEN

Swaying Your Audience

- "They don't know what they don't know"
- Own the topic, you are the guru
- No one can tell the stories of your department like you
- Inspire emotions, but watch your emotions
- You can argue against an opinion, it is hard to argue against a statistic
- Stats get conversations going…in many cases, you want a conversation happening
- Find an "advocate" to help you when you're not around

PIN

Third number in your pin is…

Giving the Presentation

It's Story TiME

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Options to Start a Presentation

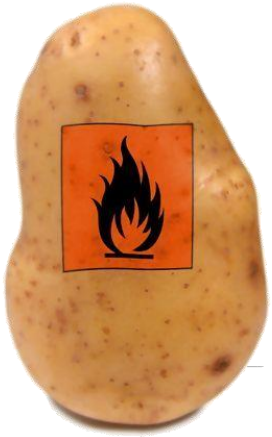
- Reference a quote
- Ask a rhetorical question
- True/False
- Use a visual statement (*"Imagine…"*)
- Shake them up with a strong point of view
- "If we don't…we won't…"
- Get the audience involved in some activity
- "I'd like to ask each of you to…"
- Challenge or compliment your audience
- Tell a story

Relax, Read and React

- Breathe, pause, watch
- Focus on the audience
- Allow questions
- Be flexible, but stay on point

Controlling Yourself

- Watch "crutch words" and "negative phrasing"
- Get to the point, don't over-explain
- Visual cues have a 4x better retention rate in someone's attention span
- Your hands, posture and mannerisms say as much as your voice

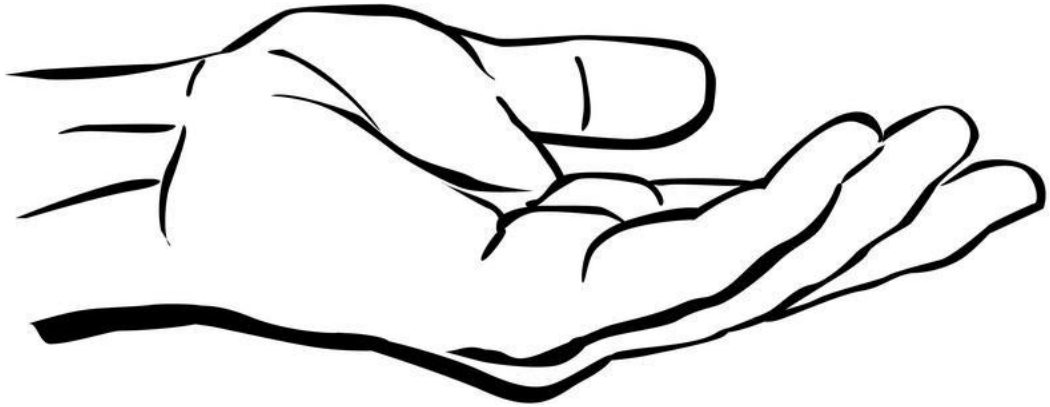


Avoid podiums, but if you have one…

AVOID TOUCHING IT!

=

Closed
Open



Where people stumble

Do Not's:
-not say I
-don't ask
-inundate
-be careful of polish
-be a monologue

Do's:
-say we
-educate
-demonstrate
-be authentic
-engage in dialogue

What is Tougher Than Beginning a Presentation?

Ending a Presentation

- "Book-end" it
  (Restate your opening using different words)
- End with a story
- Reference a quote
- Recap your main points. End with a firm conclusion.
- "Who knows if…but…"
- "In conclusion" / "To sum up" / "So, with that…"
- Challenge your audience to take action

PIN

Fourth number in your pin is…

Questions? Comments…

When you close this seminar, you will have a text box to enter comments concerning:

- This seminar
- What you'd like to see in future seminars, including future topics
- Also, you may enter comments in the chat box

Thank you for participating!!

SASBO Expert Exchange 2016-17 Series

Next Session: December 15th, 2016, 2:00 p.m. Eastern/1:00 p.m. Central

"Identity Theft Awareness"

Melony Davis-Knab

Senior Vice President/Business Solutions Trainer, Harvard Risk Management

Thank You – SchoolDude.com

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DUDE UNIVERSITY

April 30th - May 3rd, 2017

Raleigh Convention Center in Raleigh, NC

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