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Class #1

October 8, 2013

James Elwood

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Students / Academic ...

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Virtual Magnifying Glass

Organization

Required parts:

1. Title slide – title, your name, your affiliation, the venue (conference and the city), the date
2. Table of Contents (TOC) slide
3. “chapter heading” slide
4. Slides: Thank you / Questions
- 5.
6. References (APA style)

Microsoft + Tab → shuffle through open windows

Your homework:

1. A short self-introduction, please (just a speech, but you may use PowerPoint if you would like)

2. Begin thinking about possible topics for your final presentation.

Powerpoint tips:

F5 = start a presentation at the beginning

Shift + F5 = start at that slide

Class #2

October 15, 2013

Student presentations (introductions)

Class #3

October 22, 2013

Finish presentations

Presentation language

Near the end of your talk ...

Having spoken about A, B, and C, I would like to summarize the main points.

In my country, there are many social problems to be solved.

According to ..., there are ...

In my country, the government needs to solve many social problems.

In my country, the government should / must solve many social problems.

In my country, the government faces many pressing social problems to be solved.

In my country, the government has many social problems.

In my country, the government must address many social problems.

In my country, many social issues remain unresolved.

Class #4

October 29, 2013

Happy Halloween!

The actual presentation ...

The nuances, the ins-and-outs of PowerPoint

Pimslaur (1967) review schedule ... multiples of 5

Learn something – review 5 minutes later –

- Review 25 minutes later
- Review 125 minutes later (2 hours)
- Review 10 hours later
- Review 2 days later
- Review 10 days later
- Review 7 weeks
- Review 6 months
-

Class #5

November 5, 2013

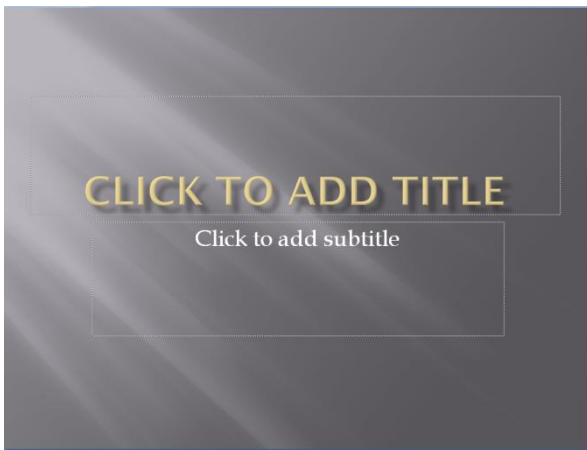
Workshop on PowerPoint (everyone should have own computer).

Topics to cover:

1. **Text boxes** – The basic idea is that there are boxes on each slide in which you can enter many things. Of course, one possibility is to enter text, but you can

also enter images (photos, screenshots), videos, links, tables, etc.

In this screenshot, you can see two text boxes. The top one is, of course, for the title of your presentation, and the lower one is for a subtitle or simply for text.

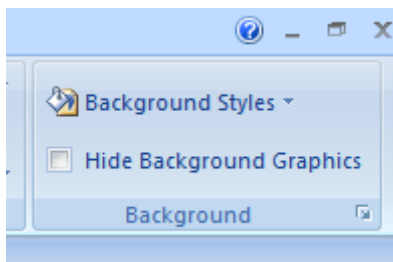


You can select among different slide designs if you click “New Slide” on your Home menu; you can also click on “Layout” just to the right for the same choices.



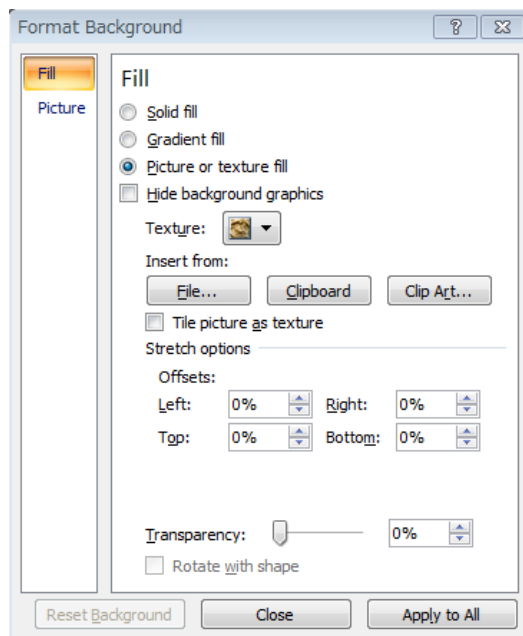
2. Background

To work with the background of your PowerPoint, you’ll need to go to the Design tab. On that tab you’ll see a “Background” section that looks like this:



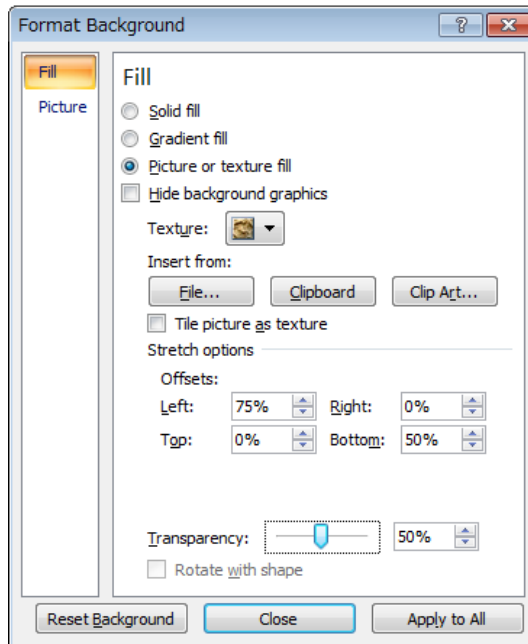
If you click on the “Background Styles” you can choose among several different styles (how clever!), and at the bottom of that dialog box you’ll see a “Format

Background” link. When you click that you will get the “Format Background” dialog box, which looks like this.



Let’s look at an example, shall we? Suppose that I want to make a presentation that is sponsored by my university, Meiji. Thus, I want to insert the Meiji logo and then modify it how I want; the steps were as follows:

1. Insert a picture from a file,
2. Move it to the right side of the slide (left offset = 75%, so the picture occupies the right 25%),
3. Move it to the top of the slide (bottom offset = 50%, so the picture occupies the upper 50% of the slide),
4. Make the image partially transparent so it doesn’t distract from the content of my presentation (Transparency = 50%).



Finally, I click “Apply to All” so that every slide has this background. The background looks like this:



Of course, you can simply add colors, different textures, and the like – I’d suggest just playing a bit and finding something that you like.

3. Font (serif vs. sans-serif, families)

On your computer you probably have 50 or more fonts to choose from, but they basically come in the categories, serif or sans serif. Serif fonts have the little ‘feet’ on letters; an example is Times New Roman. Serif fonts are used in nearly

all academic work such as your GRIPS graduation paper (hint, hint). Times New Roman is a widely-used and very elegant font, and I also use Cambria, which I find to be a stronger yet still elegant font. Some other serif fonts are Garamond and Lucida. Allow me to make a **STRONG** suggestion, everyone: never, ever, ever use Century! I find Century to be weak, and the placement of punctuation is terrible; thus, please do not use it. (Note that many English computer use Century as the default font, so be careful.

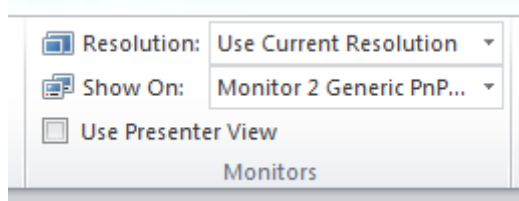
The other category of font is sans serif, which simply means “without serif”. The font you’re reading right now is Calibri, which I use for my classroom notes. Other examples are Arial and Candara. The reason I use them in my classroom is that on a screen the letters are fatter and therefore easier to see.

The choice of which to use is up to you, but please consider your speaking venue. For example, if the venue is, for example, a large room, you might do better with a sans serif font. However, for a small room in which everyone is reasonably close to the screen (imagine our classroom), then a serif font should be fine.

One further note about font: [Always check that the color is easy to see against your background. The font should contrast strongly enough that it is easy to see.](#)

4. Display notes during presentation

On the Slide Show tab, you’ll see a ‘Monitors’ menu as shown below. Just click that ‘Use Presenter View’ and when you begin your presentation the main screen for your audience will be the left image and you will see the right image.



Of course, on the right image you can see the slide, your speaking notes on the right side, and a clock on the bottom edge – very helpful!



<http://office.microsoft.com/en-001/powerpoint-help/view-your-speaker-notes-privately-while-delivering-a-presentation-on-multiple-monitors-HA010067383.aspx>

Using part of a video?

Your homework: work on your presentation and bring any questions you might encounter...

Class #6

November 12, 2013

Embedding png image in background

On-line video editor

Insert ending point on video

→ “insert endpoint in video” search

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http://www.youtube.com/v/VIDEOID?
version=3&start=8&end=16&autoplay=1&hl=en_US&rel=0
```

<http://www.techtipsforall.com/2013/05/embed-part-of-youtube-video-from.html#getthecode>

Making a background-less image

1. Go to pixlr.com
2. Upload your base photo.
3. Double click to unlock the layer.

4. Use the wand tool to select the background color, then delete it.
5. Make sure you remove all the little enclosed pieces (inside the letters).
6. Save the file as a PNG ("ping").

Prezi

<http://youtu.be/M0k3giXi8eM>

Please send me an email asking me to send you an email ☺

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I'll post the class notes on our website, too ☺

Class #7

November 19, 2013

Final presentations

Class #8

November 26, 2013

Final presentations

