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Why a new IEEE template?

The new IEEE Presentation Template features distinct advantages:

- Fresh, bold design
- Compelling imagery
- Contemporary look and feel
- Branded impact
- Adaptable to any audience

By following this step-by-step guide, the new template and your efficient content will combine to make a strong value statement about IEEE.

Further resources are found at the end of the guide.

What's new: Six title slide options

- ▶ There are six title slides to choose from:

Four title slides are populated with IEEE brand compliant images

Two can be customized with your own images



Title Slide
Universal

1



Title Slide
Technologist

2



Title Slide
People and Tech

3



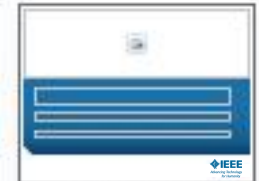
Title Slide
Aspiration

4



Title Slide
Custom 4 Image

5



Title Slide
Custom 1 Image

6

What's new: Custom title slides

- ▶ If appropriate for your subject, consider using a custom image relevant to your audience
 - The examples at right illustrate using the single image custom slide
 - Use drag-and-drop or click icon to place an image in the custom slide



Best practice tips for your presentation (1 of 3)

- ▶ Organize your information
 - Make sure you have a beginning, middle, and end
- ▶ Create your script for emphasis
 - Decide which information to show and which to speak
- ▶ Use consistent messaging and images
 - Review all content for proper branding

Best practice tips for your presentation (2 of 3)

- ▶ Use both text and visuals
 - An image should enhance the main message of the slide
- ▶ Headlines
 - Your slides should have short, powerful headlines that summarize the information on the slide
- ▶ Use the “seven by seven” rule
 - Your slides should have no more than seven lines of text which each line having no more than seven words
 - You should do most of the talking, not your slide

Source: <http://groundwire.org/resources/articles/powerpoint-best-practices>

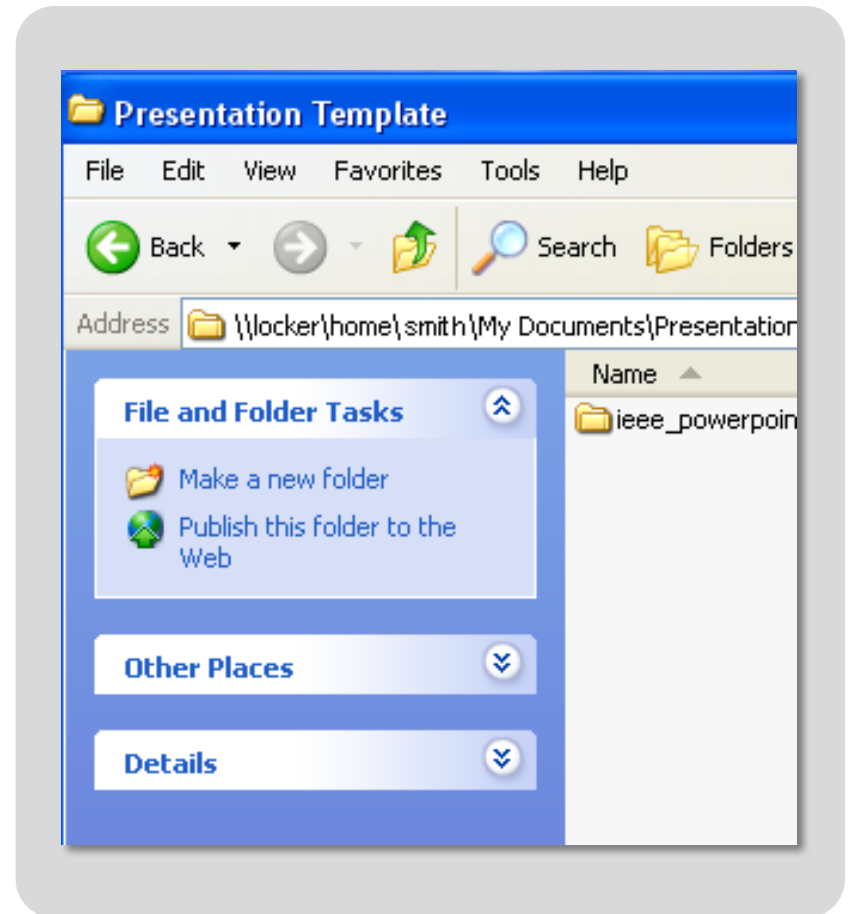
Best practice tips for your presentation (3 of 3)

- ▶ Present data in as uncluttered a way as possible
 - Avoid any visual element, or "chart junk," that does not directly communicate your message
- ▶ To get your audience involved, ask good questions
 - It's a good idea to plan to ask your audience a challenging question sometime during your presentation, so stop the show and ask for a response

Source: <http://groundwire.org/resources/articles/powerpoint-best-practices>

Download the IEEE presentation template

- From the Web page, click the link for the IEEE Presentation Template
- Unzip the file and save to your local computer
 - Suggestion: Create a folder called “Presentation Template” and save the templates there



Saving the presentation template as a theme (1 of 3)

- ▶ You can use themes to apply the new IEEE template design to existing presentations

Old Template

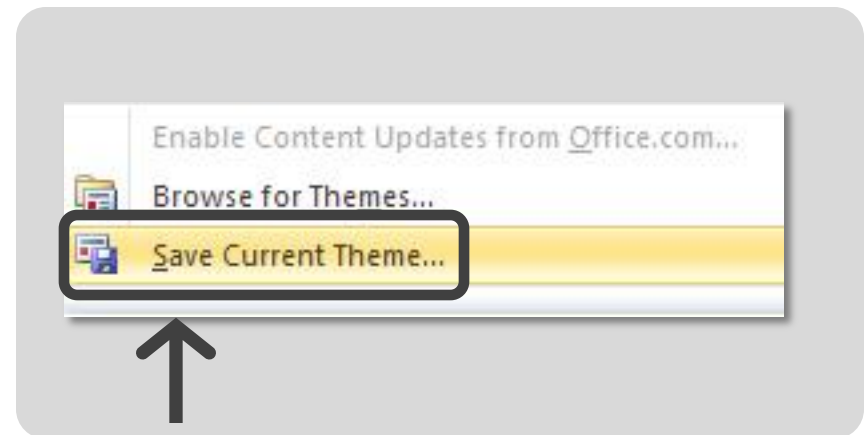
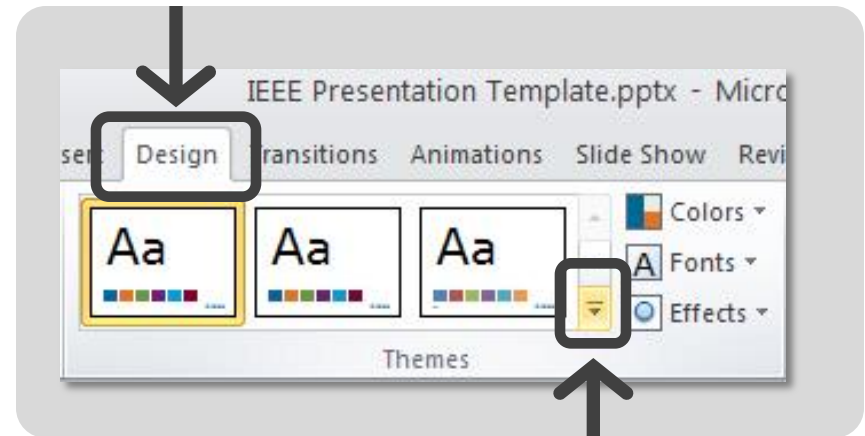


New Template



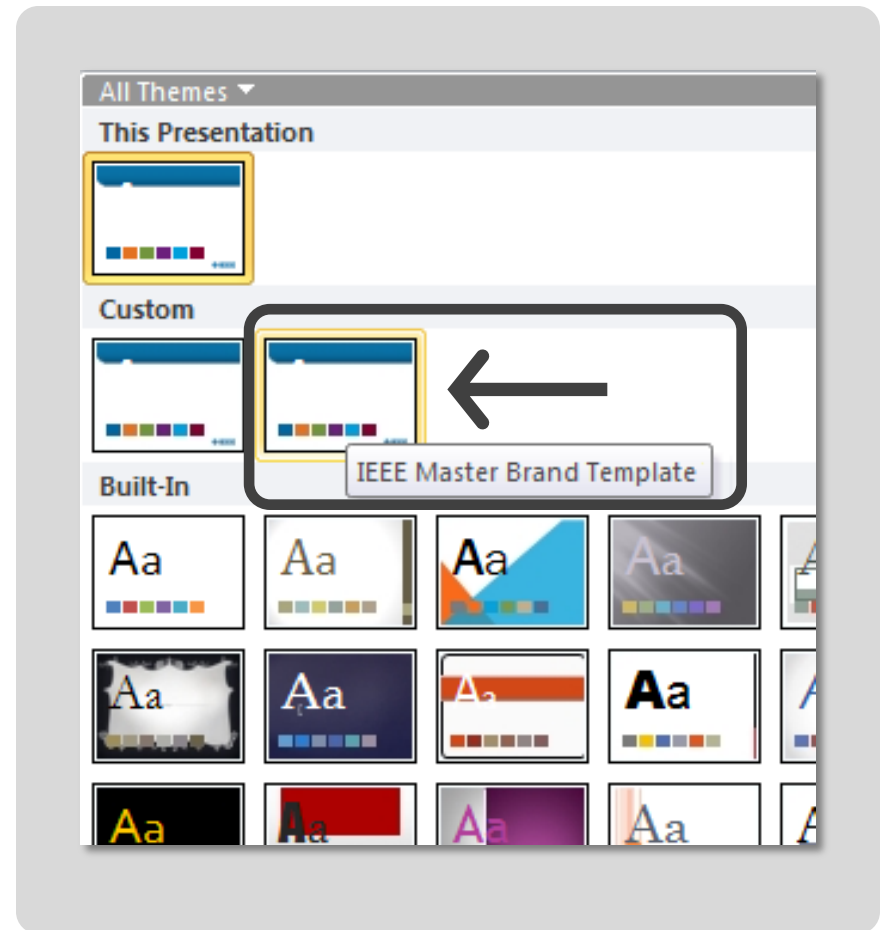
Saving the presentation template as a theme (2 of 3)

- ▶ Open the template
- ▶ On a PC:
 - select the **Design** tab
 - Choose the bottom arrow on the right side of the Themes group
 - Click the option for **Save Current Theme...**
- ▶ On a Mac:
 - select the **Themes** tab
 - Click **Save Theme**



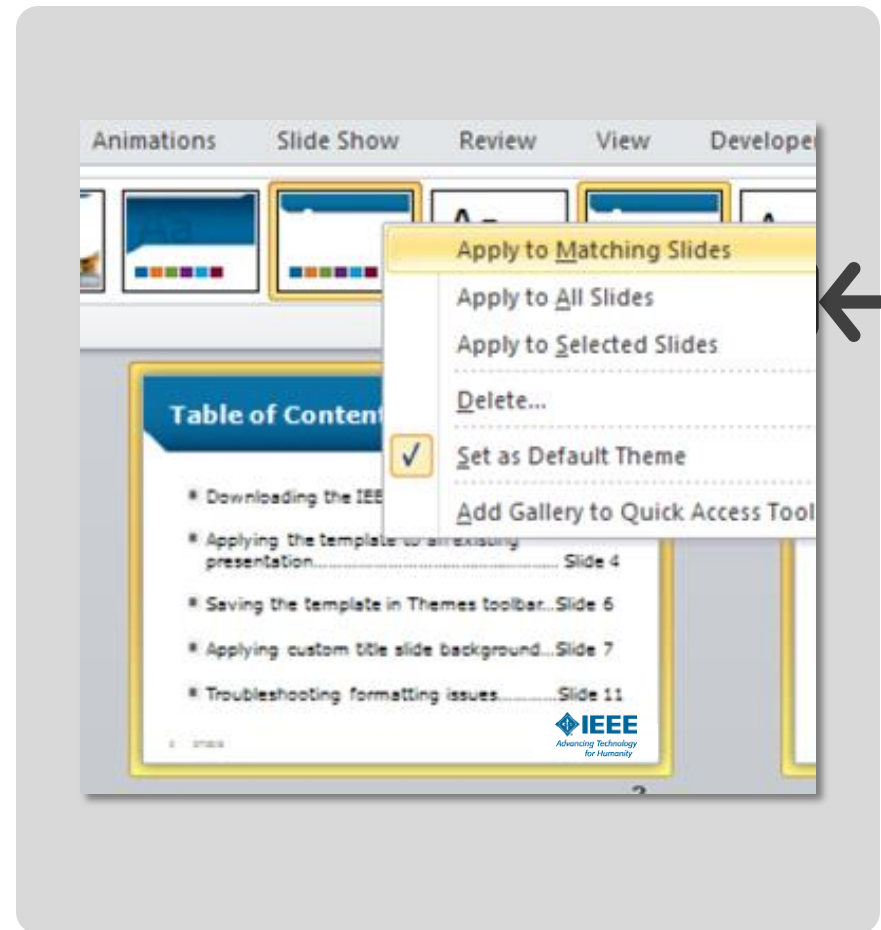
Saving the presentation template as a theme (3 of 3)

- ▶ Name the theme “IEEE Master Brand Template” and click **Save**
- ▶ The file extension should be .thmx
- ▶ The IEEE Presentation template will be saved in your themes bar



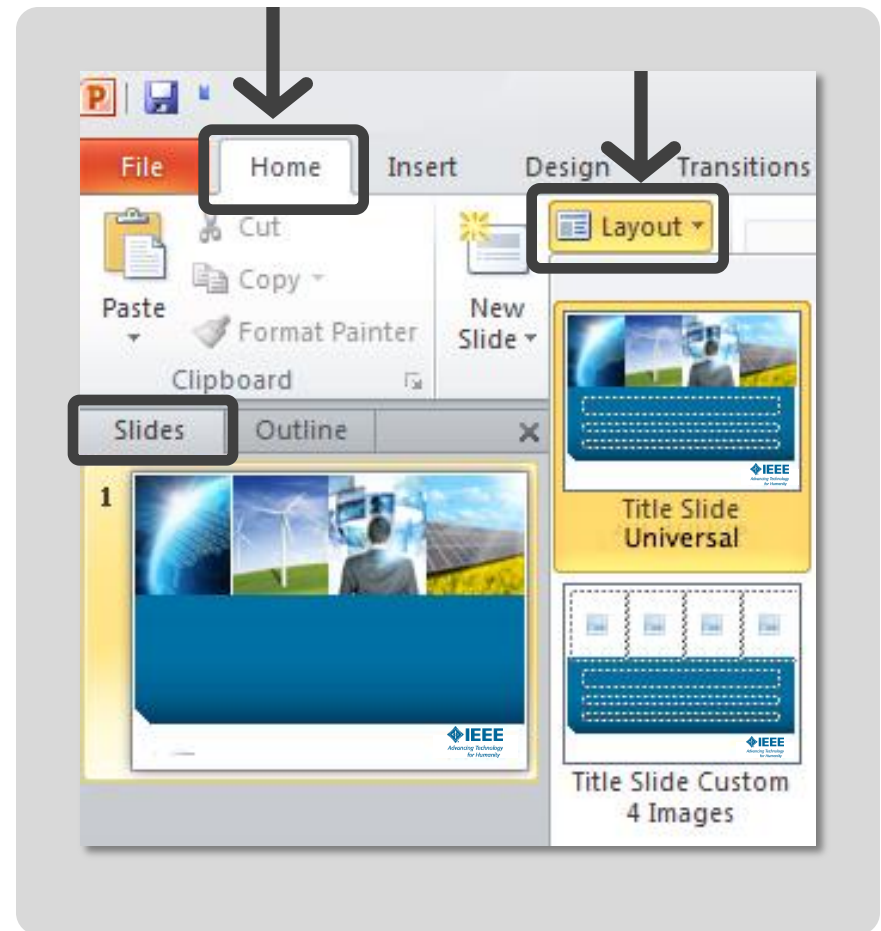
Applying the IEEE theme to an existing presentation (1 of 3)

- ▶ In **Slide Sorter** view, select the slides to update
 - On a PC:
 - select the **Design** tab, then right click on the IEEE Master Brand Template theme
 - On a Mac:
 - select the **Themes** tab, then control click on the IEEE Master Brand Template theme
- ▶ From the floating menu select **“Apply to All Slides”**



Applying the IEEE theme to an existing presentation (2 of 3)

- ▶ You may have to re-apply the Layout function to override old bullet and text styles:
 - Select the slide you want to update in **Slides View** (also known as normal view)
 - Click the **Home** tab
 - Click the **Layout** drop-down menu and select the Layout you want to re-apply to your existing slide



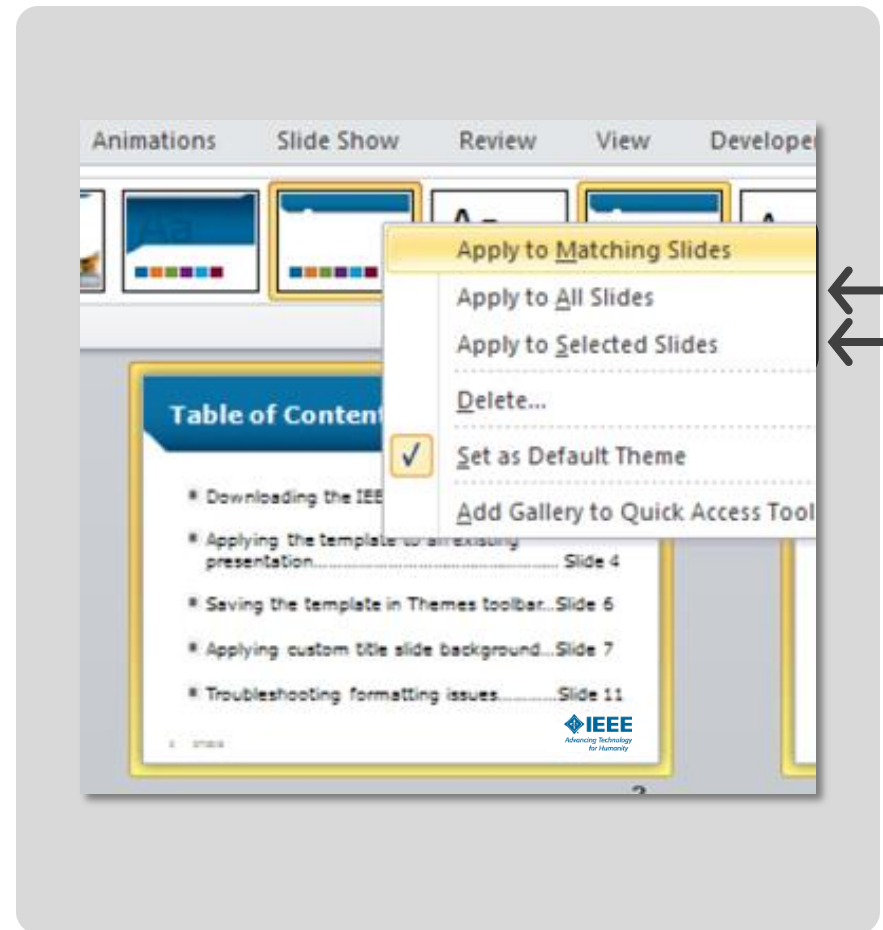
Applying the IEEE theme to an existing presentation (3 of 3)

Note: If elements, such as an old footer, are not updated by the steps on the previous page:

- Click the **Design** tab (PC users) (Mac users click **Themes** tab)
 - In **Slide Sorter** view select **one** slide
1. Right click* on the IEEE template theme. From the floating menu select “**Apply to Selected Slides**”
 2. Right click **again** and this time select “**Apply to All Slides**”

These extra steps should replace elements which were not inserted as a background pictures on the previous template Master.

*Mac users control click



Applying a custom title slide to a selected title slide (1 of 2)

- ▶ There are six title slides to choose from:

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Technologist

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Custom 4 Image

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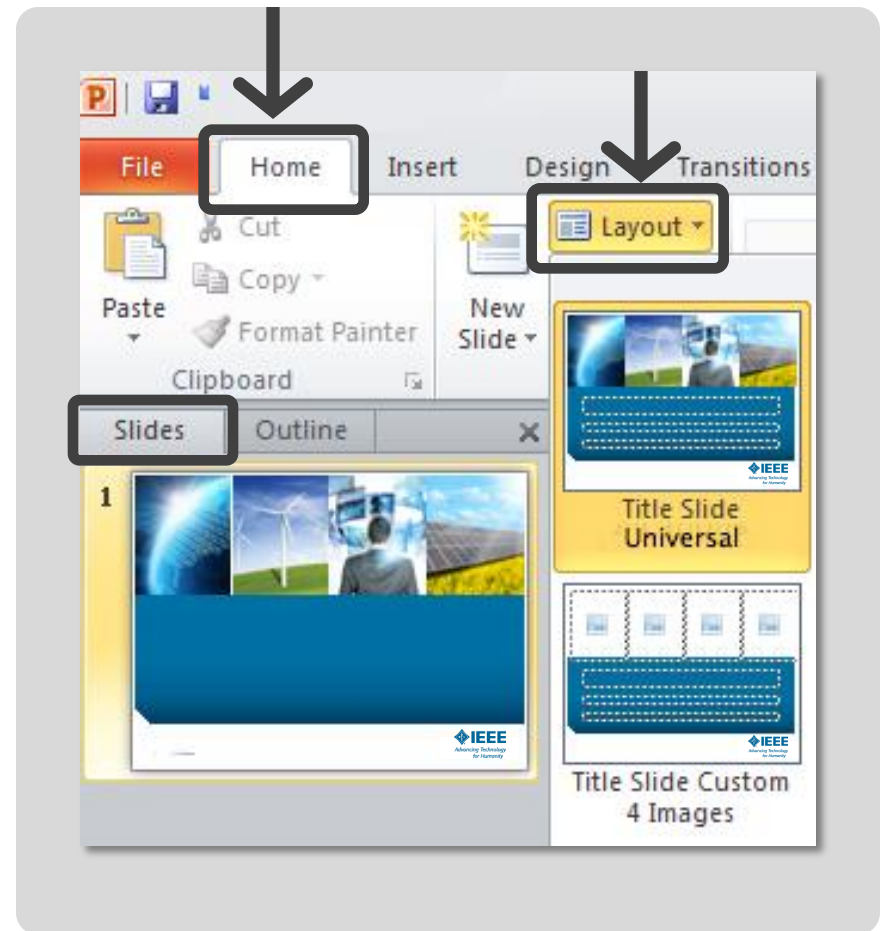


Title Slide
Custom 1 Image

6

Applying a custom title slide to a selected title slide (2 of 2)

- Select the **Home** tab
- In **Slides** view along the left side menu, click on the title slide you want to change
- Choose the **Layout** drop-down menu
- Select the custom title layout you want to apply



Applying a custom title slide to a selected title slide (3 of 3)

- ▶ Use the same technique to insert a **Section Header** Layout
- ▶ Use this slide type to separate different sections of the same presentation, rather than using an additional Title slide. It can also be used as an alternate to the Title slide layout.



More information on using Microsoft PowerPoint 2010

- ▶ Visit the Staff Learning Center Calendar and Course list at: Staff Learning Center Courses

or get some quick help at
- ▶ Microsoft PowerPoint 2010 Tutorials
<http://www.powerpoint-2010.com/>