

Advanced PowerPoint Techniques

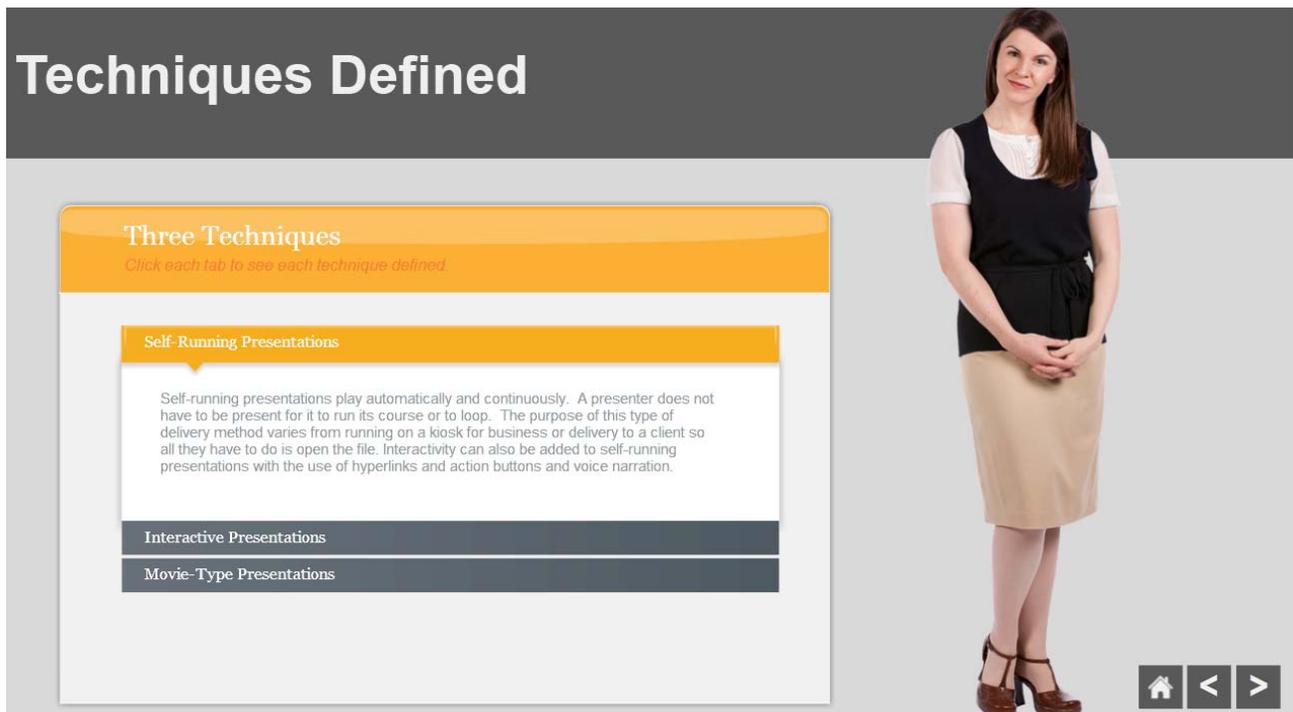
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Lesson One

Advancing Your PowerPoint Skills with Self-Running, Interactive and Movie-Type Presentations



Techniques Defined



So what are these three techniques all about.

Self-running presentations play automatically and continuously. A presenter does not have to be present for it to run its course or to loop. The purpose of this type of delivery method varies from running on a kiosk for business or delivery to a client so all they have to do is open the file. My veterinary plays self-running shows of pet pictures and facts while you wait; it's a nice way to pass the time. Interactivity can also be added to self-running presentations with the use of hyperlinks and action buttons and voice narration.

This brings us to the second technique – interactive presentations. Interactivity can lead to really engaging experiences whether self-running or not. The process for creating hyperlinks, linked images and actions is very easy and it's an effective way for your audience to interact with the presentation and have some control over where they go.

And lastly are movie-type presentations. These allow your viewers to easily see and listen to your message. The nice thing about this technique is that the presentation will play as you created it after saved including any videos, animations, narrations, etc. The file can be embedded into a site, distributed via email or disc and the viewer does not have to have PowerPoint to view the file.

Techniques Defined

The key is that the delivery method will depend on how you want your audience to experience your presentation and how they are able to view it.



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These techniques can be used separately or combined and depends on the purpose of the presentation and the intended audience.

For example, you may not want to create a self-running presentation where you need to maintain control of the PowerPoint in front of a live audience. Or you may not want to create a presentation with navigational controls for a movie-type presentation.

Will they come across your presentation on a kiosk at a convention? Will it be sent to them via email? Will it be posted or embedded on a website?

These are important considerations in determining the best technique to use and the most appropriate delivery method and we will cover this more throughout the course.

Learning Activity

Consider the scenario and review the options listed. Think about which option is best and place your mouse the feedback button.

Laura has to plan and organize a booth at an annual conference. Her staffing will be limited due to recent restrictions on her budget so she may only have up to two colleagues at a time. Based on previous years, the booth tends to be very busy sporadically throughout the day. She has technology at her fingertips so whatever she needs is available to her. What is her best option for being able to communicate and share a corporate message with visitors of the booth?



Option 1: Laura can create a presentation that can run on a screen that also doubles as a wall to the booth. When the booth fills with visitors, she can start the presentation and control the procession of the slides while interacting with audience.

FEEDBACK

Option 2: Laura can use two computer stations where a self-running presentation is located. When the visitor stops at the station, a screen that allows them to select a specific topic is available and run automatically. The navigation menu is constant so the visitor can navigate to topics that are of interest to them at any time.

FEEDBACK

Option 3: Laura can have a self-running presentation stored on a tablet so when the booth fills with customers, she can allow them to view the presentation on the tablet.

FEEDBACK

Option 4: Laura can upload a movie-type presentation to YouTube and have it playing on a monitor in the booth.

FEEDBACK



Learning Resources

Advanced Techniques in PowerPoint

