



## PowerPoint

### Purpose

PowerPoint is the de facto standard for presentation software.

### Description

PowerPoint is part of the Microsoft Office suite of applications. It enables presentations to be created very quickly, either from scratch or through the use of templates. Presentations are typically displayed on a large screen in front of an audience, but can be made available for download for individual viewing, or printed.

Presentations can be printed in a variety of formats:

- Slides
- Handouts – thumbnails of slides arranged several to a page
- Notes – thumbnails of individual slides accompanied by notes either for use by the presenter or for distribution of supporting information.

### Ways of using this tool

PowerPoint was originally conceived as a business presentation tool. As such it has not always been well received in educational circles. The standard templates can steer you to producing slides that have low information density and add little to a lecture other than as a set of bullet points for the speaker to follow.

Used creatively, mixing images, text and multimedia, PowerPoint can be a powerful tool for teaching and presenting research.

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Presentations can be distributed to the audience after a talk or lecture, either through an environment such as WebLearn or as a download from any web page. Static presentations can easily be converted to PDF format as another distribution format. Tools exist that can be used to capture presentations that include animations and distribute them as movies or as Flash animations.

Although PowerPoint is the de facto standard, most other presentation tools use a very similar interface and can interchange presentations in PowerPoint format.

## Learn More

OUCS offers courses that cover the basics of PowerPoint leading into courses which cover the more sophisticated features of the tool and how best to make use of it.

## Access

Microsoft PowerPoint is available for both Windows and Mac platforms.

Some alternatives to PowerPoint, which support the PowerPoint format and main features are:

OpenOffice Impress (Windows and Mac)

<http://www.openoffice.org/product/impress.html>

KeyNote (Mac)

<http://www.apple.com/iwork/keynote/>

NeoOffice (Mac)

<http://download.neooffice.org/neojava/en/index.php>

You may like to take a look at the following books to help with your presentation design:

Presentation Zen: Simple Ideas on Presentation Design and Delivery, Garr Reynolds

Slide:ology: The Art and Science of Creating Great Presentations, Nancy Duarte

The Craft of Scientific Presentations: Critical Steps to Succeed and Critical Errors to Avoid, Michael Alley

This document is part of a larger set aimed at introducing the reader to a wide range of technologies. Please visit this web page for more information:

<http://www.oucs.ox.ac.uk/ltg/>

*Your primary support for IT issues comes from your department or college. If you would like advice on using PowerPoint in learning and teaching at Oxford please contact OUCS.*