

Using PowerPoint to Create Learning Resources

Activities 1-4

Activity 3 – Creating Over Head Transparencies (OHTs) and Handouts with *PowerPoint*

Application 1 – Creating OHTs

Staff sometimes argue that there is no point in using *PowerPoint* if you can't be sure that you will have access to a computer and projector in the classroom. Actually this isn't true. *PowerPoint* is very good at generating OHTs. All you need to do is print your slides onto transparencies or print them out and then photocopy them onto transparencies.

If you don't have access to a colour printer/photocopier, you should probably print your slides in Black and White. To do this:

Choose File. Choose Print. In the menu box labeled Color/Grey Scale *Choose pure black and white.* You preview the results by *Clicking Preview.* If you are attached to a printer, you can print off the slides by *Clicking on OK.*

However, before you print your slides in Black and White it is advisable to check them first. To do this:

Choose View.
Choose Black and White.

[N.B. You may find that if you have included complex graphics in your slides, especially on the background, that the Black & White version will not be entirely acceptable and you may need to edit in order get good quality OHTs.

Application 2 – Creating Handouts

PowerPoint has a range of built in ways of creating Handouts. Just as in Application 1 above, you can choose to print the slides and notes in various ways that can then be photocopied and distributed as handouts rather than used as OHTs.

If you don't necessarily want to print off the handouts yourself, but wish to give your students the opportunity to do so themselves, you can, having made your presentation available electronically (e.g. by uploading a *PowerPoint* presentation in Blackboard), instruct your students as to how to print it off.

Or following the instructions in Activity 2, Application 3, you can choose to send your *PowerPoint* presentation to *Word* where you can further edit it and either print it off or, following the instructions in Activity 2 of the *Word* workshop, you can convert it to readable accessible HTML for inclusion in Blackboard or elsewhere on the web. (Also see Activity 4 of this workshop.)

You can learn more about these standard *PowerPoint* strategies from the help system or by attending on the CLQE advanced PowerPoint workshops (see the Staff Development Intranet site – <http://cwis.tees.ac.uk/sdt/> for details.)

Application 3 – Using a PowerPoint outline in Word to support note taking

One drawback to using some of the standard strategies in *PowerPoint* to produce handouts is that they can produce large handouts consisting of many pages. Of course, where the presentation contains lots of important graphical data, this may be necessary; but, where a presentation is largely text and the purpose is primarily to provide the audience with a structured document to support note taking, producing an outline version in *Word* and then editing it as follows can be very helpful:

Open the outline document you created in Activity 2, Application 3 (e.g. MyPPTOutline.doc). Now *select all* the text and adjust the left hand margin by dragging the left indent control (a small square under 2 small, facing triangles) on the ruler at the top of the page to the two and half and mark on the ruler and *Save* the document. Having done this need you should adjust the document so that outline doesn't break oddly at the ends of pages. If you have any important graphics you may also wish cut and paste these into an appropriate place, but make sure you caption them if they are not self-explanatory. Once you have done these things, you will have an outline of your presentation with plenty of space for notes.

If you wish to reduce the size of your handout still further, you can use *Word* to print to pages on a single sheet of A4. This will still leave a readable document with space for notes. However, you should always bring a few full size handouts in case there are any members of the audience for whom the larger print size would be helpful.

In order to print to pages to one sheet:

Select *File*

Select *Print*

In the drop down menu labeled *pages per sheet* in the *Zoom* box chose 2. Ignore the scaling.

Choose *OK*.

Unfortunately, if you aren't connected to a printer, you can not see the effect.