



Success was my undoing. Mike J and I were filling-in for the scheduled speaker to talk about Powerpoint. My version of PowerPoint is from Office 2003 and has its icons on toolbars.

Mike has a laptop running the latest Windows 8 operating system. His version is Office 2007 PowerPoint and uses a revised menu structure using a ribbon layout. Each layout works well if one is familiar with them.

My success was my purchasing policy in 2005 when I bought my laptop. I bought the best I could afford with reliability and durability in mind. Eight years later my laptop still serves me well (if rather more slowly). That's over twice as long as a laptop's 'normal' life and it happily continues to use Windows XP operating system. I ignored Vista, but now run Windows 7 on my 2006 vintage desktop.

In the meantime Microsoft updated their Office application in 2007, 2010 and 2013. Now some of my 2005 kit will not operate under the newer systems and I am not familiar with the latest software as the interface between machine and user is much different.

The long life of my equipment has saved me much expense over the years, but didn't help at our meeting. I believe it's time for me to review all my kit.

My machine would have been too slow so we used Mike's for the presentation. Mike gave a short introduction (using a PowerPoint Presentation of course).

He then assisted me by driving the (unfamiliar to me) Windows 8 operating system to show examples of PowerPoint presentations. These were chosen to demonstrate some basic pointers:

DOs:

- *Keep your audiences in mind regarding age, interests and attention span.*
- *Ensure a colour contrast between background and text for easy reading.*
- *Use visual aids (graphics, pictures videos, and charts) for variety.*
- *Use few typefaces and animation options.*

DON'Ts

- *Overdo the number of effects and transitions, it's a distraction.*
- *Put a lot of text onto one slide.*
- *Read the slide. Speak only to add to what the (brief) text says. If the presentation is to be automated on a loop then use more slides rather than pack text onto few.*
- *Assume everything is OK until you have played it through several times.*

In response to questions we showed some basic operations like choosing a background, adding titles, importing pictures and looking at the range of options that exist for every aspect of the preparation of a presentation.

We showed how individual slides can be duplicated, endlessly tweaked and re-ordered. There was not enough time to show how the timings of effects and animations can be adjusted and set to run sequentially or together.

Notes can be added to slides such that they are visible to the presenter on his computer, but not to the audience.