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This document complements 2 other components available through the Instructional Technology Lab at UNB. They include: (1) a slide deck of several different slide types, by the name “TrainingDeck.ppts”, and (2) three videos that show the items contained in this guide being built: VisuallyCompellingLectureSlidesPart1, and the same file name with Parts 2 and 3. The videos use files available in the Training Files folder on the desktop.

1 INTRODUCING “CREATING VISUALLY COMPELLING LECTURE SLIDES”

This guide demonstrates typical ways of displaying lecture content using graphics, PowerPoint shapes such as text fields, arrows, etc., links to data displays and online components such as videos.

The presentation concept is to optimize the visual nature of the computer medium by creating visually rich pictorial organizers that appeal to visual learners and use more senses than just topic headings and bullet points. This facilitates improved coding of new information in short-term memory in order to better file it in long-term memory for later retrieval and use, as advised by cognitive psychology research into how students learn.

Here's what's in each part:

1. Graphics, text layers, links to video and information on other slides, all animated in a stepped progressive reveal mode. Also demonstrates how to add existing slides and create a menu system to access slides in any order and return to the menu.
2. Use shapes and charts features in PowerPoint to create process flows and data displays.
3. Use graphics, shapes, and animations to create an engaging presentation that illustrates an academic concept.

2 ACCESS TO SLIDE CREATION SOFTWARE

UNB Instructors are provided with Microsoft Office (Word, PowerPoint, Excel) for free by the university. This includes free upgrades to the latest version. Contact your faculty or department's Level 1.

Mac users have Pages, Keynote and Numbers, which are, respectively, word processing, slide show creation, and spreadsheet creation software.

To follow the video presentations, you will need to access the files in the desktop Training Files folder.

3 STEP-BY-STEP EXAMPLES

These steps are for specific training slides, but by following them to create the slides, you have all the specific information you need to make similar slides for your own lecture material.

Video Part 1:

3.1 Multi-stage-reveal slide with links

Tasks	Specifics
1. Insert new slide	Right click/insert slide
2. Change background colour	<ul style="list-style-type: none">• If desired. Right-mouse click over the background and select Format Background from the menu that appears• In the dialog box that appears, click the down arrow beside Color and select a colour from the palette that appears
3. Enter header text	Click inside header box and type (if there is not a header field, copy one from another slide, paste and edit)

Tasks	Specifics
4. Insert graphic	Click  in text box to get the “Insert Picture” dialogue box. Browse to find graphic. (Alternative: click Insert tab at top/click Picture/ browse to find/ select/ click OK)
5. Reposition, resize as needed	<ul style="list-style-type: none"> • Click and drag to reposition • Click lower left corner, press and hold Shift key while dragging to proportionately resize
6. Create picture border if desired	Right click picture/ select Format Picture/ click Line Color/ select Solid Line (note other options for future reference)
7. Create credit text box	<ul style="list-style-type: none"> • Click Insert tab at top/click Shapes/ click Text Box • Click and drag to position and size the text box under the picture • Enter the credit text • Click the text box border. Resize text by clicking the arrow beside the font size in the Home tab and picking 10
8. Create highlight for Scene Setup area	<ul style="list-style-type: none"> • Click Insert tab at top/click Shapes/ click Rounded Rectangle • Click and drag to size the rectangle over the text paragraph • With rectangle selected, click Format tab at top/ click Shape Fill and select No Fill • With rectangle selected and Format tab open, select Shape Outline and select Orange from the Theme Color palette • You can thicken the orange line to make it more visible by clicking Shape Outline again, selecting Weight and picking a heavier weight option
9. Create second highlight	Copy and paste first highlight box; click and drag to reposition; click and drag border grab bars to resize
10. Create the Scene Setup text callout	<ul style="list-style-type: none"> • Click Insert tab at top/click Shapes/ select “Line Callout 1” (see mouseover labels) under “Callouts” near the bottom of the submenu • Click and drag to position & size • Use the end points on the callout box line to move it to the other side • Click and drag line terminal points to position the line properly • With callout box selected, click the Format tab at the top/ select Shape Outline/ select the Orange Theme Color • Right click callout box/ select Edit text and enter text
11. Create remaining text boxes	Copy and paste the original, properly formatted callout box; click and drag to reposition; click and drag border grab bars to resize; use Format/Rotate and click and drag line terminal points to position the line appropriately
12. Create 	<ul style="list-style-type: none"> • Click Insert tab at top/click Shapes/ select the left facing squiggly bracket “Left Brace” (see mouseover) under “Basic Shapes” in the submenu • On the slide, click and drag your mouse to create the shape • Use the left brace’s border grab bars and the yellow square shape adjustment bars to configure the shape appropriately • Change the colour by clicking the Format tab/ selecting Shape Outline/ picking desired colour (orange in this case)

Tasks	Specifics
	<ul style="list-style-type: none"> Change the line thickness using the same tool (Shape Outline/Weight)
13. Create video link button	<ul style="list-style-type: none"> Click Insert tab at top/click Shapes/ select "Action Button: Movie" (move mouse pointer over objects to see their labels) under "Action Buttons" near the bottom of the submenu On the slide, click and drag your mouse to create the shape. An Action Settings dialog box will appear In the Action Settings dialog box, select "Hyperlink to," then click the down arrow to the right to display a drop-down list box Scroll down the list box and select URL. A popup box will appear Enter URL (copy and paste from the text file provided, from Web browser address bar normally) and click OK to close the popup box Click OK to close the Action Settings dialog box
14. Create definition slide at end of deck	<ul style="list-style-type: none"> Right click/insert slide; Edit title Click Insert tab at top/click text box Click and drag on slide to size Insert definition text by typing or copy/pasting
15. Set animations	<ul style="list-style-type: none"> Click Animations tab at top/ click Custom Animation button near left of ribbon. <ol style="list-style-type: none"> Select first items to be shown (Scene Setup text box and the yellow outline next to it) In Custom Animation tab at top, with slide item selected, click Appear (or other effect you want). Repeat steps 1& 2 for the second items to appear ("Pictorial depiction..." and the highlight near it) Repeat steps 1& 2 for the third items to appear ("Response options" and the left brace near it) Repeat for remaining items
16. Test animations	Click the Slide Show button (little projector icon near bottom right) to play the current slide only. Press Esc key when finished (to exit Present Mode).
17. Create hyperlink	<ul style="list-style-type: none"> Click and drag your mouse pointer over the word "Navigation" to select it. Right click/ select Hyperlink. An Insert Hyperlink dialog box will appear In the Insert Hyperlink dialog box, under "Link to", select Place in this Document Scroll the slide list and select the Navigation slide (as you click a slide, you see a thumbnail preview), and click OK.
18. Create Back button	<ul style="list-style-type: none"> Go to the Navigation slide. In the Insert tab at the top/ click Shapes/ select the Return action button (see mouseover label) in the Action Buttons section at the bottom of the Shapes submenu On the Navigation slide, click and drag to shape and position the button. An Action Settings dialog box will appear Select "Hyperlink to" in the Action Settings dialog box then click

Tasks	Specifics
	<p>the down arrow to the right to display a drop-down list box</p> <ul style="list-style-type: none"> • Scroll down the list box and select Slide. A “Hyperlink to Slide” popup box will appear • Scroll through the list to find the originating slide from which we want to link to this Definition slide and click OK to make the popup box disappear • Click OK in the Action Settings dialog box to make it disappear
19. Test animations and links	Click the Slide Show button (little projector icon  near bottom right) to play the slide only. Click to advance the show effects. Check the video link and the hyperlink text to ensure you can get to the definition slide and click the back button to get back. Press Esc key to exit play mode.

Table 1: Multi-stage reveal slide with links

3.2 Topics list slide with links

Tasks	Specifics
1. Insert new slide	Right click/insert slide. You can drag and drop to reposition it to the position in the slide deck you want, if you are in the Normal View that gives thumbnails of slides to the left. (To set up this view, click the View tab at the top and select Normal)
2. Enter header text	Click inside header box and type “Topics”
3. Add menu list in box provided	<ul style="list-style-type: none"> • Enter topics list items in the box provided “Click to add text...”Add the following bullet points: <ul style="list-style-type: none"> • Scenario-based Online Learning • Energy • Music • Friction Factors • Money Creation • If no text box is provided on your new slide, click Insert tab at top/ click Shapes and select Text Box, and click and drag on the slide to position and shape it. Then do the steps above.
4. Reformat bullets if desired	Select the text box border grab bar/ click Home tab at top (if not already selected)/ use the arrows in the tools in the Paragraph area of the Home tool bar ribbon to view options (including remove bullets) and select desired option(s). You can also use this tab to format text colour, font, etc.
5. Copy sides provided into your slide deck	This step is for training session purposes only. Open the SlidesToAdd.ppt file provided, select the slides in the thumbnail view, copy, then paste them into the thumbnail view slide sequence of your PPT file
6. Set up hyperlinks	<ul style="list-style-type: none"> • Click and drag your mouse pointer over the word “Energy” to select it. • Right click/ select Hyperlink. An Insert Hyperlink dialog box will appear • In the Insert Hyperlink dialog box, under “Link to”, select Place in this Document

Tasks	Specifics
	<ul style="list-style-type: none"> • Scroll the slide list and select the Energy slide (as you click a slide, you see a thumbnail preview), and click OK. • Repeat above steps for each of the other items in the menu list so they link to the appropriate slides
7. Create Back button on target slides	<ul style="list-style-type: none"> • Go to the Energy slide. • In the Insert tab at the top/ click Shapes/ select the Return action button (see mouseover) in the Action Buttons section at the bottom of the Shapes submenu • On the Energy slide, click and drag to shape and position the button. An Action Settings dialog box will appear • Select "Hyperlink to" in the Action Settings dialog box then click the down arrow to the right to display a drop-down list box • Scroll down the list box and select Slide. A "Hyperlink to Slide" popup box will appear • Scroll through the list to find the originating slide from which we want to link to the Menu slide and click OK to make the popup box disappear • Click OK in the Action Settings dialog box to make it disappear • Repeat process for the other slides targeted by your menu list; or, better yet in this case, copy the Return button and paste one on each linked slide, since they all return to the same Topics slide
8. Test the links	Go to your menu slide, click the Slide Show button (little projector icon  near bottom right). Click each link to ensure you can get to that slide and back. Press Esc key to exit play mode.

Table 2: Topic List slide with links

Video Part 2

3.3 Flowchart

Tasks	Specifics
1. Insert new slide	Right click/insert slide
2. Enter header text	Click inside header box and type
3. Insert SmartArt template	Click  in text box to get "Choose a SmartArt Graphic" dialogue box. Browse to find one you like/ click OK
4. Click Text boxes to insert text	
5. Reshape individual flowchart elements if desired	Click grab bars and drag to reshape
6. Change colours and texture if desired	Select Design tab, click Change Colors, browse to find colours you like Still in Design tab, browse SmartArt Styles and select
7. Change text formatting if desired	Right mouse click over item, select Font from menu that displays. Or, (longer way) to access the text formatting tools, click the Home tab at the top and find the Font area
8. Add items to the	Click to select flowchart item next to which you want to add an

Tasks	Specifics
flowchart	item. Right mouse click, select Add Shape from the menu that displays, then select Add Shape Before or Add Shape After from the submenu that displays, whichever applies
9. Insert other shapes if desired (text boxes in this case)	Click Insert tab at top/click Shapes/ select shape/ click and drag to size and position it, repeat as necessary
10. Insert text and change colours	Type or paste copied text; select border and use Home tab, Font area to resize text if desired. Select each text box (click the border), select Design tab, select Fill Color, pick shade from colour family
11. Ungroup the SmartArt items, if you want to animate them	Click Format tab at top (may have to click chart to make tab appear)/ Group/ Ungroup; repeat until all items ungrouped
12. Set "entrance" effects	Click Animations tab at top. Select first slide object to appear. Browse Animation effects and select desired entrance effect. Repeat for all objects, in order.
13. Test	Click the Slide Show button (little projector icon  near bottom right) to play the current slide only. Press Esc key to exit play mode.

Table 3: Flowchart slide

3.4 Data Displays (from PPT)

Tasks	Specifics
1. Insert new slide	Right click/insert slide
2. Enter header text	Click inside header box and type
3. Insert Chart template	Click  in the blank text box to get the Insert Chart dialogue box. Browse through options, select one, and click OK
4. Enter data	Enter data in Excel spreadsheet window
5. Close Excel window when done	Click X at upper right of window. To get it back, double-click the chart, click Edit existing, then right click on chart and select Data Sheet
6. If desired, change Chart labels	From right mouse click menu, select Edit Data to change format of any item in the chart; or select Chart Type to change format of chart itself
7. Change data values if desired	Right mouse click over the graph, select Edit Data from the menu that displays. This will give you the Excel table to edit
8. Test	Click the Slide Show button (little projector icon  near bottom right) to play the current slide only. Press Esc key to exit play mode

Table 4: Data Display from PPT slide

3.5 Data Displays (from Excel)

Tasks	Specifics
1. Insert new slide	Right click/insert slide
2. Enter header text	Click inside header box and type
3. Delete blank content box (or,	Click border/press delete

Tasks	Specifics
if it's there, click Chart )	
4. In Excel spreadsheet, select data you want represented visually	Press Shift key and click the upper left and lower right cells.
5. Select the data representation type.	In Excel, click the Insert tab at top/ click a chart type icon in the Charts area to get submenu for that type/ select style you want
6. Make any modifications to data display you want	Click individual items in chart; experiment until you get the meaningful data display you want
7. Copy data display from Excel into PPT	Right click border of Excel data display/ select Copy; go to PPT slide, right click on slide/ Select Paste
8. Resize if desired	Click lower right corner, press and hold Shift key while dragging mouse pointer (to resize proportionately)
9. Note that you can change the chart type in PPT	Right click chart in PPT, select Change Chart Type
10. Test	Click the Slide Show button (little projector icon near bottom right) to play the current slide only
11. Data changes in Excel are automatically updated in the PPT	As long as the Excel spreadsheet is in the same folder as the PPT and both files are open

Table 5: Data Display, Excel-to-PPT slides

Video Part 3

3.6 Complex Animation, Academic Subject

Tasks	Specifics
1. Insert new slide	Right click/insert slide
2. Enter text in header	Click and type
3. Find Clip Art	<ul style="list-style-type: none"> Click  in the blank text field to get the Clip Art menu. Enter search term ("computer chip" in this case), select one and double-click it to have it display on the slide. Select a circuit board looking one for the second item
4. Resize, reposition as desired	Click and drag to move, click corner, press and hold Shift key as you drag to resize proportionately
5. Insert picture	Click Insert tab at top, click Picture, browse to find picture, double-click
6. Create picture border	Right click on picture to get menu, select Format Picture, select Line Color, then Solid Line, then click Close
7. Create text boxes	<ul style="list-style-type: none"> Select Insert tab/ select Shapes/ select Text box, then click and drag to position on slide Click inside box and enter text Click border to select, then Home/ Font area to resize font, change text colour, italicize as desired; Format/ Shape Outline to create border if desired Repeat until all text boxes created
8. Create other shapes	<ul style="list-style-type: none"> Select Insert pane/ select Shapes/ select shape (Curved Down Arrow, Curved Up Arrow, Right Brace, Oval in this case); click and

Tasks	Specifics
	<p>drag to create. Use Design tab and Shape Outline and Shape Fill features to format as desired</p> <ul style="list-style-type: none"> • Use drag bars to resize/reorient arrows • Right click on object, select Edit Text to enter text as necessary • Repeat as necessary • [to get Curved Up Arrow arrowhead to point to the left, select Format tab, Rotate, Flip Horizontal]
9. Position all objects on screen	Click and drag
10. Create animation effects	<ul style="list-style-type: none"> • Click Animations tab at top/ click border of first shape on slide to show/ select Animation effect (For the Short Term Memory objects, try Wipe; for the arrows, try Wheel) • Repeat in order of object appearance. If several objects appear at same time, click and hold Shift key then click each of them to select all that show at same time
11. Make objects disappear as others appear [Demonstrated but not necessary for this training slide]	<ul style="list-style-type: none"> • In Animation tab, select Animation Pane/ select object (it may show in Animation Pane if it already has an entrance effect)/ then click Add Animation button. In the menu that appears, find Exit category and select Disappear • In the Animation Pane list, select the Exit effect object and drag it so it is located immediately under the object in connection with which it will disappear • Click the Exit effect object's dropdown arrow and from the list box that displays, select Start with Previous
12. Test	Click the Slide Show button (little projector icon  near bottom right) to play the current slide only. Whenever you find an item show in the wrong place or sequence, click the Escape key, make adjustments using the tools outlined above, and test again

Table 6: Complex Animation slide