

Bring Out the *Power* in PowerPoint



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Futures Group

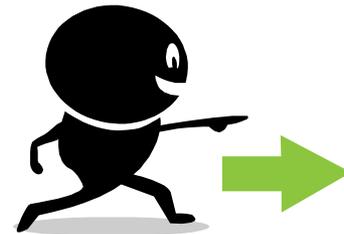
May 22, 2014, AFP Partners Meeting

Photo credits (left to right): Albert Gonzalez Faran, Carlos Matos, Akshay Mahajan



Purpose of Session

- Increase your capacity to develop effective presentations that will help
 - Achieve your **desired outcomes**
 - Incite action to **move forward**



Overview of Training

- **Part 1: The Basics**
 - Purpose of PPT
- **Part 2: Developing Your Content**
 - Overall structure
 - Content
 - Format
 - Graphics
 - Quiz
- **Part 3: Using the AFP SMART Template and PPT Functions**

THE BASICS

Why Use PPT?

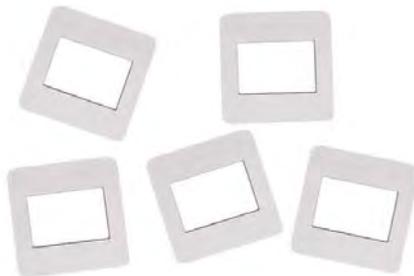
- Helps to organize your presentation and guide your audience
- Serves as a **visual aid** to emphasize key points
- Can keep your audience engaged during and following the presentation



DEVELOPING YOUR CONTENT

Organize Your Thoughts First

- Assess your audience—current interests, level of knowledge, work environment/habits, etc.
- Identify the outcomes and actions you and the audience desire
- Identify your key points that will lead to these outcomes and then what information is central to making these points
 - Create an outline and determine the number of slides needed for each topic OR
 - Diagram your slides, labeling each with the main topic



Organize Your Thoughts First

- Think of ways to link your key points, for example
 - Use a numerical value (e.g., 5 pathways to achieving...)
 - Use an overarching phrase (e.g., “social vaccine”)
 - Provide examples (even from other countries)
- Think outside the box!
 - Quotes, infographics, exercises, fill in the blank, video clips, etc.
- Determine whether the information can be presented within your timeframe and cut tangential info, as needed
 - Account for 1–2 minutes per slide, depending on complexity

Structure Your Presentation

- The opening
 - Announce your topic and objective clearly
 - Try to use humor to engage the audience
- The middle
 - Organize the presentation around your key topics, using transition/divider slides
- The closing
 - Summarize your main points and take-home messages
 - Encourage action, when appropriate
 - Thank the audience and solicit questions, when appropriate



Present Clear Content



- Introduce only one main idea per slide
- Guide the audience by using divider slides and SHORT headings and subheadings
- Stay under 8 lines of text and 6 bullets per slide (try!)
- Place dependent information in the same bullet
- Don't be verbose, but don't be cryptic either
 - Include the fundamental information on your slide

Present Clear Content (cont.)

- Be consistent in the use of
 - Structure for headings and bullets (e.g., nouns or verbs; full sentences or phrases; past or present)
 - Titles of organizations, names, documents, etc.
 - Abbreviations (spell out on first mention)
 - Capitalization for headings and titles
 - Punctuation for at least each slide (e.g., periods or no periods)
 - Spelling (inc. British spelling vs. American spelling)

Present Clear Content (cont.)

- Ensure that all tables and figures are accurate and easy to understand
 - Review your presentation for discrepancies or disconnects between data and corresponding text
 - If a table/figure cannot be *immediately* understood, add a short summary statement to capture its full meaning or narrow down what is shown (simplify)
 - Make sure all *necessary* elements of a figure are labeled
 - Cite the sources for all tables and figures

Use Relevant, Appropriate Visuals

- Create a *balance* between content and visuals
- Make sure photos and graphics are relevant *and* appropriate for the content and country or region represented
- Include credits for all photos and outsourced graphics and ensure that consent and permission requirements were followed
- Avoid clip art for high-level, technical presentations
- Do not mix photos and clip art



Use a Simple, Effective Format

- Use font types and sizes for headings, text, and figures consistently and sparingly
- Use colors consistently and sparingly (inc. across figures and in backgrounds)
- Restrict the use of bright colors such as yellow and orange to small highlights (not slide backgrounds or whole paragraphs)
- Use contrasting colors (not dark on dark or light on light)



Use a Simple, Effective Format (cont.)

- Check your colors on a projector screen
- Maintain some white space (at the top, between bullets, and between text and graphics)
- Do not shrink down tables or figures to illegible sizes to fit them on a slide
- Do not enlarge photos or graphics of poor resolution to fill a space



Add Simple Transitions/Animations

- They serve a purpose—they are not just fancy and fun
 - Keep your audience engaged and focused on the current point
 - Allow the audience to visually follow your train of thought
- Keep to the simple ones (e.g., “appear” or “fade”); other kinds will add time and/or distract your audience
- Do not add them until your PowerPoint presentation is finalized
- Make sure you know where your transitions occur

Keep Your Audience Engaged

- Rehearse, reduce, and pre-test
- Keep your tone conversational; do not just read the slides
- Be animated and enthusiastic; use humor and anecdotes when appropriate
- Do not talk too fast
- Make eye contact frequently
- Avoid too much movement; do not pace
- Allow for some interaction with the audience, if possible

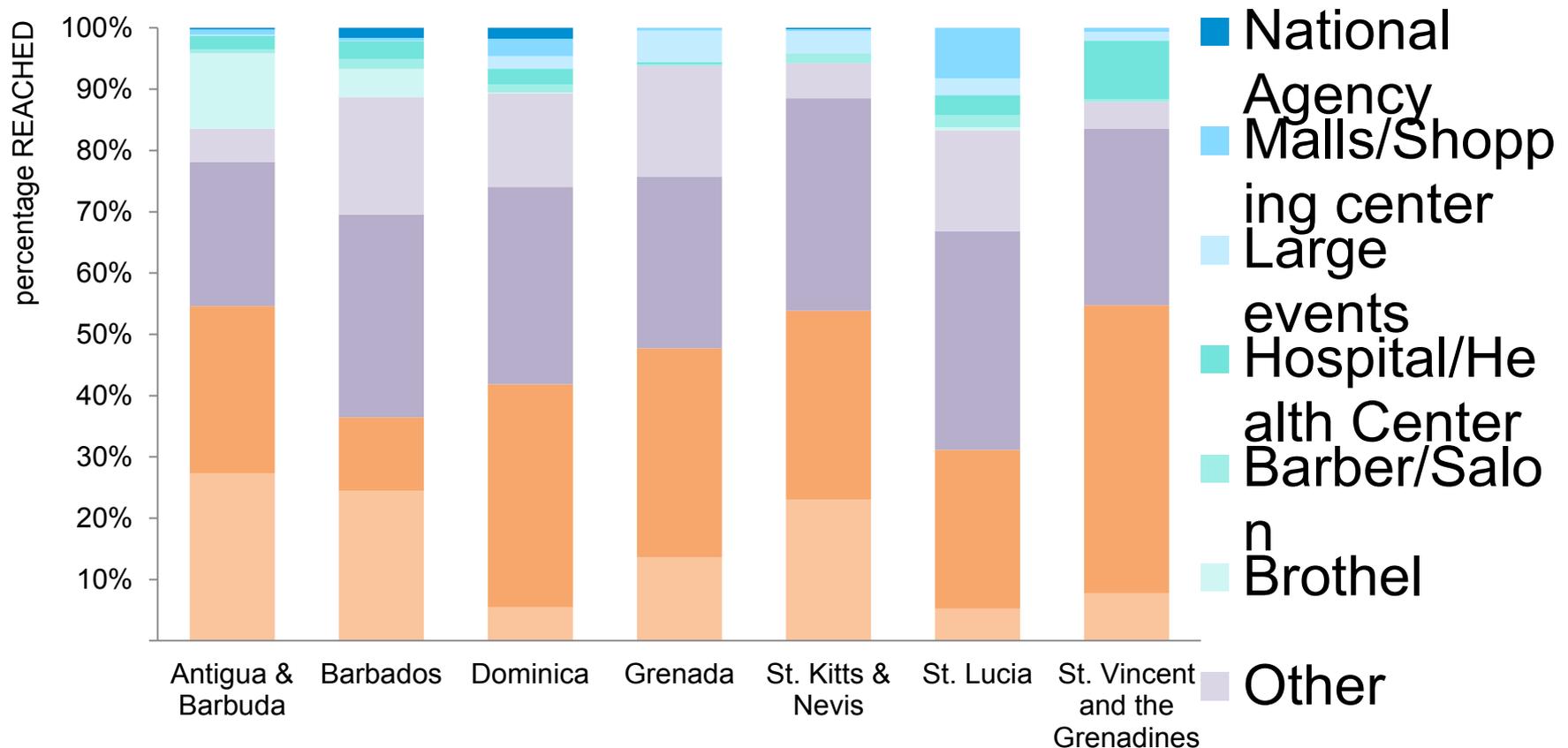


Quiz!

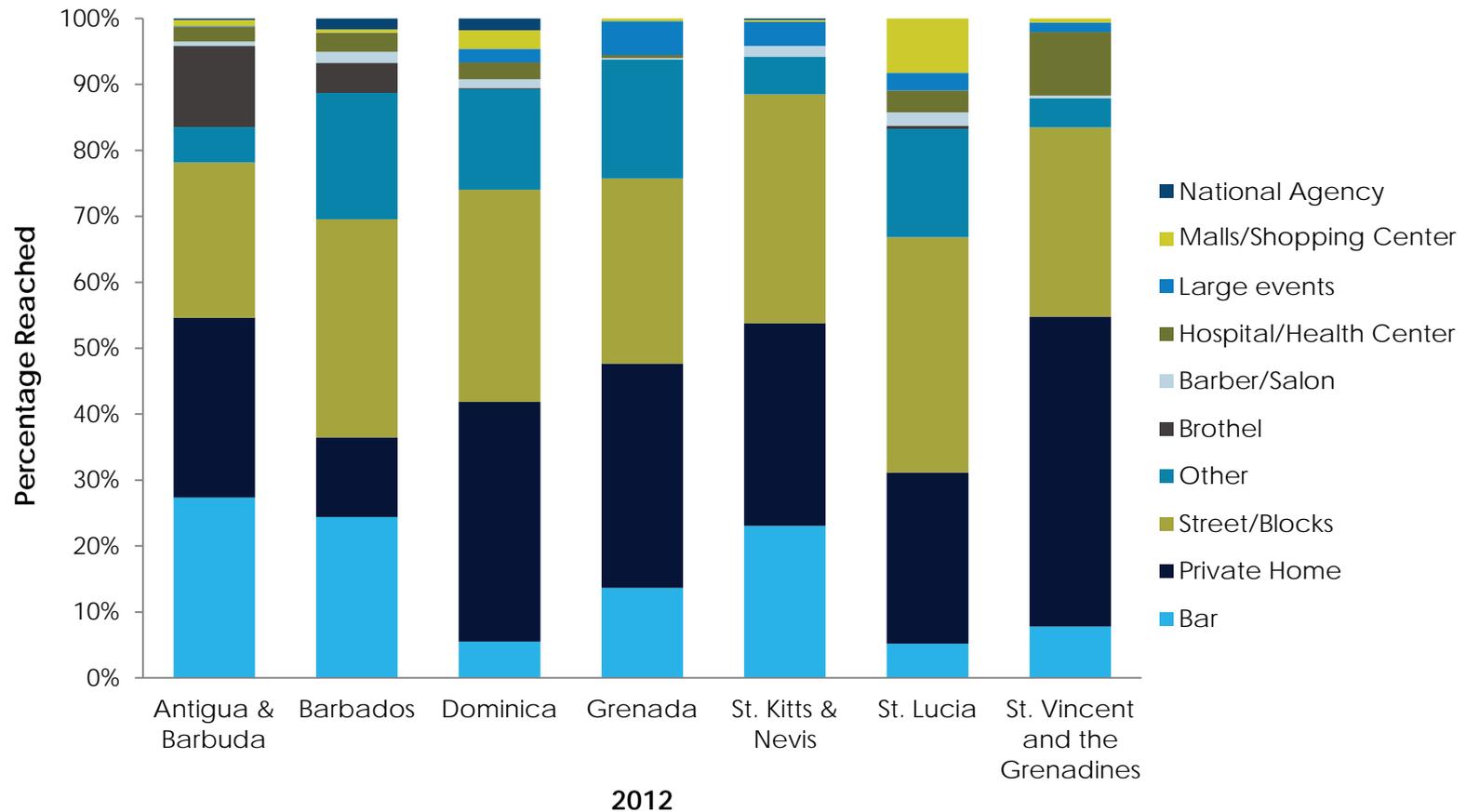
- Identify the problems in the next several slides and you could win a prize!



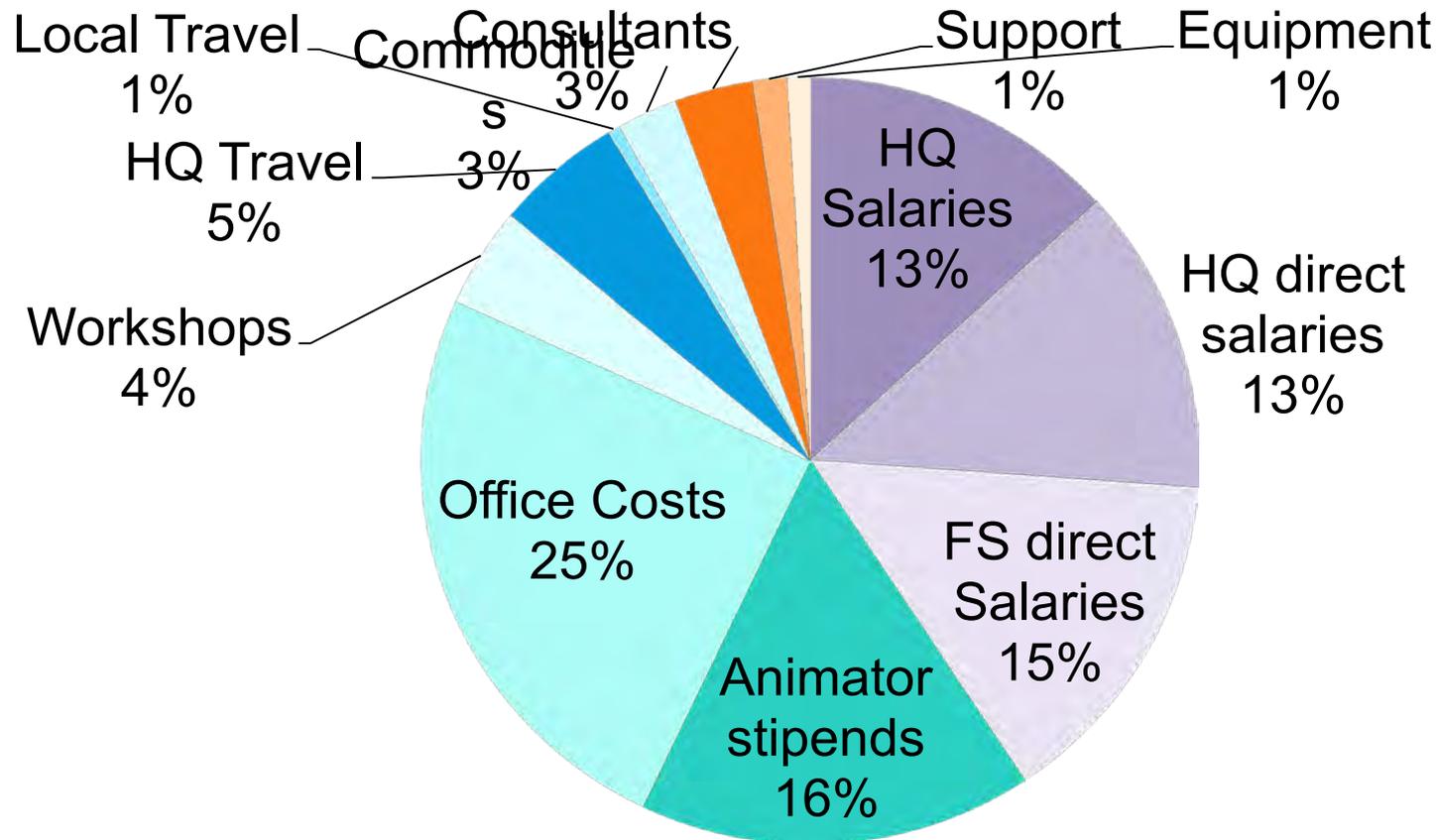
Outreach Location, by Country, 2012



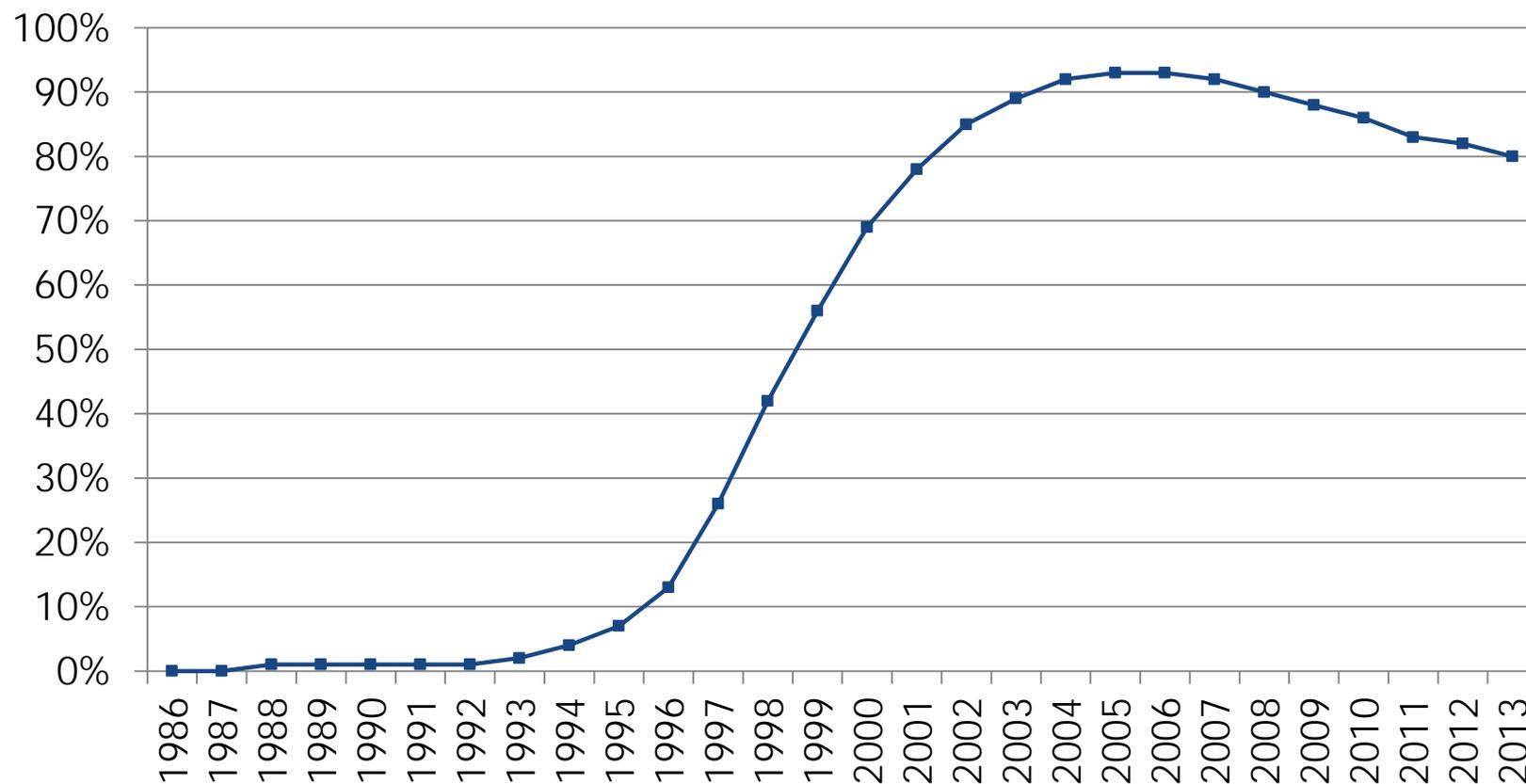
Greatest outreach achieved in private homes and street/blocks



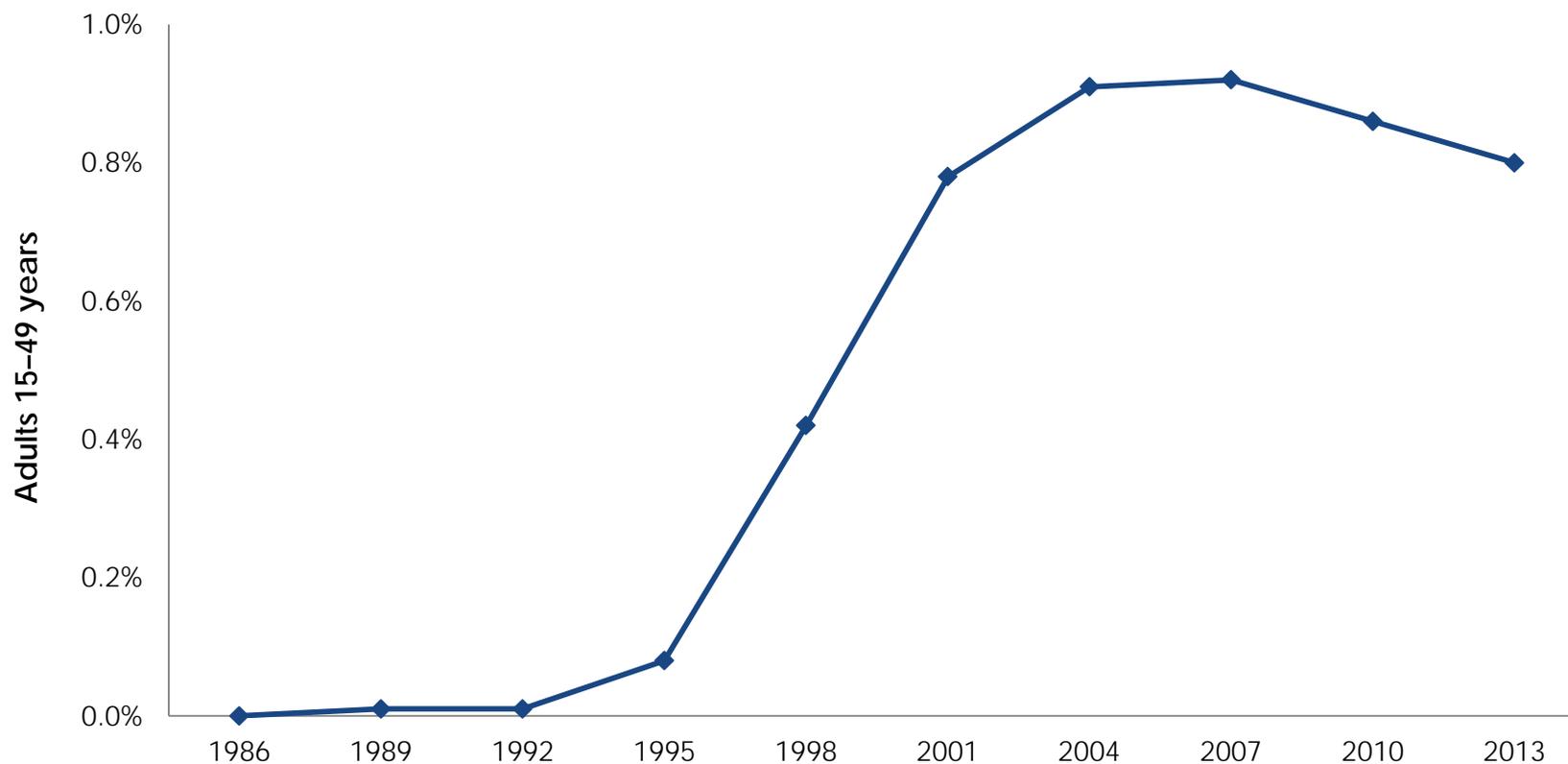
Cost drivers by country, Antigua and Barbuda



Adult (15–49 years) HIV prevalence over time in Ukraine, 1986–2013



HIV prevalence in Ukraine



Source: The World Bank Group. 2014. World Bank Open Data. Washington, DC: The World Bank Group. [FAKE SOURCE FOR TRAINING]

Indirect Costs

UNIT COSTS per patient/month	Programs: Hai Phong and HCMC	CDC-supported sites in HCMC
Central & provincial management	2.63	1.31
Site operation and maintenance	0.62	2.36
Drug import and distribution	0.40	-

- Overall, program management accounts for 8.6% of the total costs
- Site operation and maintenance account for only 2% of the total indirect costs for the programs, but 7% for the CDC-supported sites, which is closer to expectation
- Drug importation and distribution costs are minor in comparison

Indirect Costs

Unit Costs per Patient/Month	Programs: Hai Phong and HCMC (US\$)	CDC-supported Sites in HCMC (US\$)
Central and provincial management	2.63	1.31
Site operation and maintenance	0.62	2.36
Drug import and distribution	0.40	-

Timeline

- December 1975: Indonesia invades East Timor
- July 1976: Indonesia declares East Timor its 27th province
- For next 25 years: Armed Forces for the National Liberation of East Timor (FALINTIL) resists Indonesian occupation, and at least 100,000 lives are lost
- August 1999: The Timorese vote for independence in a UN-sponsored referendum, and pro-Indonesian militias respond with campaign of terror, killing thousands and displacing close to 300,000
- Late 1999 (following August vote): The Australian-led International Force for East Timor (INTERFET) and the United Nations Transitional Administration in East Timor (UNTAET) move in and work to restore order
- 2000–2002: More than 200,000 refugees return to East Timor
- May 20, 2002: The country officially becomes the Democratic Republic of Timor-Leste; Xanana Gusmão is sworn in as president
- 2006: There is renewed civil strife leading up to the 2007 presidential election; 15% of the population flees their homes and UN peacekeeping forces are sent back in to reinstate order
- February 2008: Attempted assassination of President Ramos-Horta; renewed outbreaks of violence
- December 31, 2012: The UN peacekeeping mission ends, following the gradual hand-off of control to the police force and Timorese authorities

Timeline



Health Indicators

- Maternal Mortality Ratio (MMR): 557 deaths per 100,000 live births
- 1 in 16 children die before their fifth birthday
- Just over half of Timorese children are chronically malnourished
- 70% of births are not attended by a skilled provider
- 78% of deliveries take place in the home
- Total Fertility Rate (TFR): 5.7 births per woman
- Nearly half of women give birth by the age of 22
- 31% of women report an unmet need for family planning

Health Indicators

- [Key statement]
- [Source]

78% of deliveries take place in the home	70% of births are not attended by a skilled provider
31% of women report an unmet need for family planning	557 deaths per 100,000 live births Maternal Mortality Ratio (MMR)
Half of Timorese children are chronically malnourished	Nearly half of women give birth by the age of 22
5.7 births per woman Total Fertility Rate (TFR)	1 in 16 children die before their fifth birthday

In Summary...

The effectiveness of your presentation will depend on how well you have

- Thought through the audience, purpose, and desired outcomes
- Structured your content logically, making it easy to follow
- Developed clear and focused content that includes main take away messages and/or encourages action
- Formatted your presentation to avoid distracting your audience
- Used a balance of relevant and appropriate visuals and transitions
- Practiced giving the presentation

USING THE AFP SMART PPT TEMPLATE

Using the AFP SMART Template

- Main slide types
- Inserting a slide
- Switching/resetting a slide layout
- Adjusting the speaker notes format
- Using the AFP SMART theme colors
- Inserting and adjusting photos and figures
- Using transitions and animations
- Reducing file size

AFP SMART Slide Layouts

AFP SMART

Title Slide Title and Content Text and Content Title and Figure/Object Text and Object
 Text-Two Columns Section Title Slide End Slide Blank Slide

Phase 1_Text

Phase 1_Title and Content Phase 1_Title and Figure/Object Phase 1_Text and Object Phase 1_Text-Two Columns Phase 1_Text and Content
 Phase 1_Title Slide

Phase 2_Text

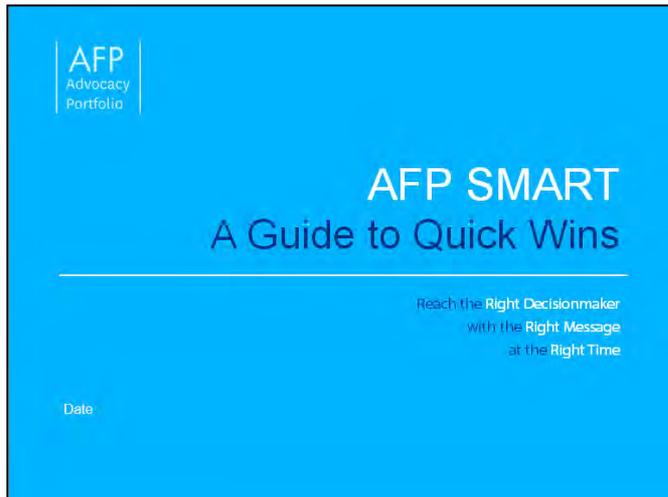
Phase 2_Title and Content Phase 2_Title and Figure/Object Phase 2_Text and Object Phase 2_Text-Two Columns Phase 2_Text and Content
 Phase 2_Title Slide

Phase 3_Text

Phase 3_Title and Content Phase 3_Title and Figure/Object Phase 3_Text and Object Phase 3_Text-Two Columns Phase 3_Text and Content
 Phase 3_Title Slide

Cover and End Slides

- The cover slide should be the first slide in your presentation
- The last slide in your presentation should be the end slide



Title and Content

- Bullet 1
 - Bullet 2
 - Bullet 3
 - Bullet 4
 - Bullet 5

Text and Content

- Click to enter text

Click icon to add picture or object



- Click to enter text

Click icon to add picture or object



Click to add text

Click to add text

Title and Picture or Object

Click icon to add picture or object



Text and Photo

- Click to enter text

Click icon to add picture or object



Photo by:

Text (Two Column)

- Click to enter text

- Click to enter text

Click to enter section title

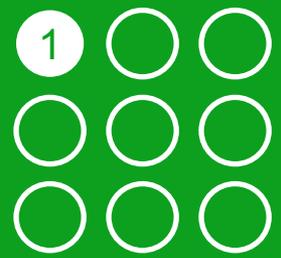
Click to enter section subtitle

Phase 1
Build
Consensus

Step 1
Decide Who to
Involve

Step 2
Set SMART
Objective

Step 3
Identify the
Decisionmaker



Step 1

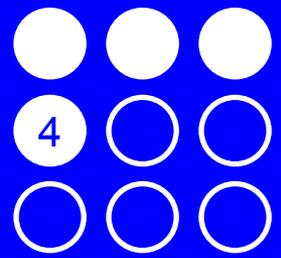
Decide Who to
Involve

Phase 2
Focus Efforts

Step 4
Review the
Context

Step 5
Know the
Decisionmaker

Step 6
Determine the
Ask



Step 4

Review the
Context

Phase 3

Achieve
Change

Step 7

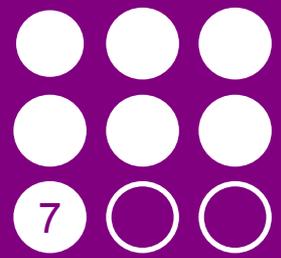
Develop a
Work Plan

Step 8

Set
Benchmarks
for Success

Step 9

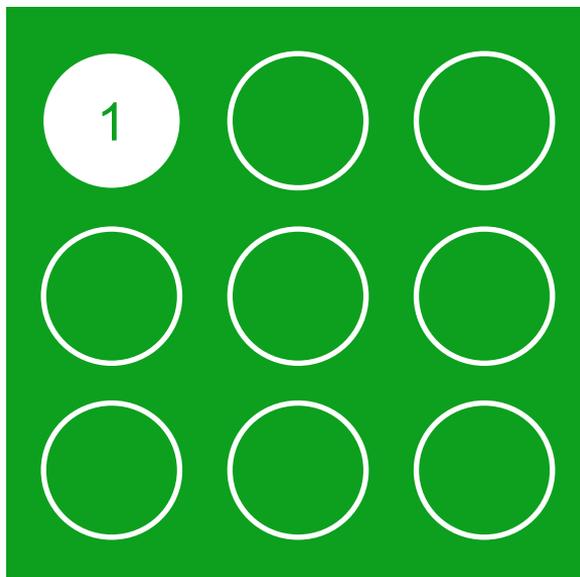
Implement and
Assess



Step 7

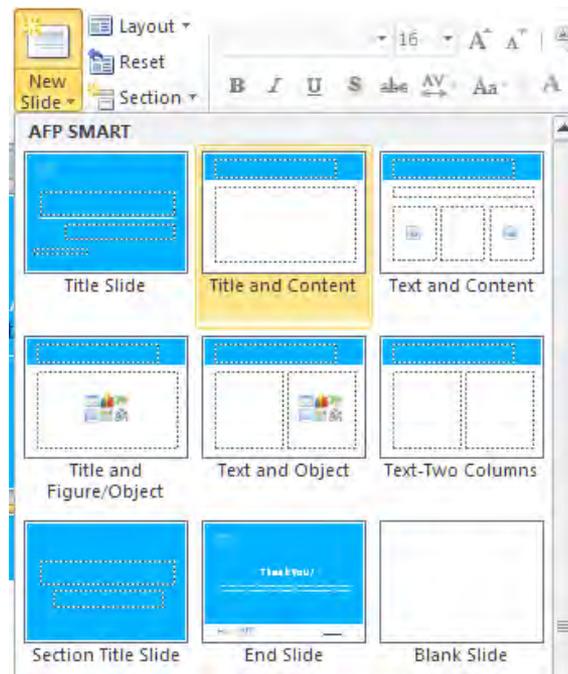
Develop a
Work Plan and
Budget

Number Graphic



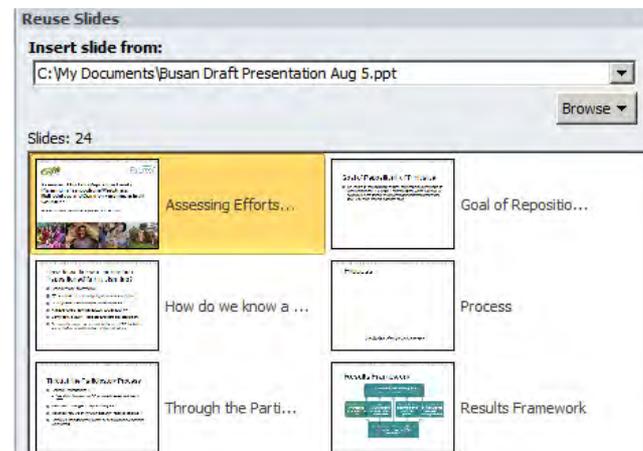
Inserting a Slide

- To insert slides—click on **New Slide** arrow on **Home** tab and select slide from templates



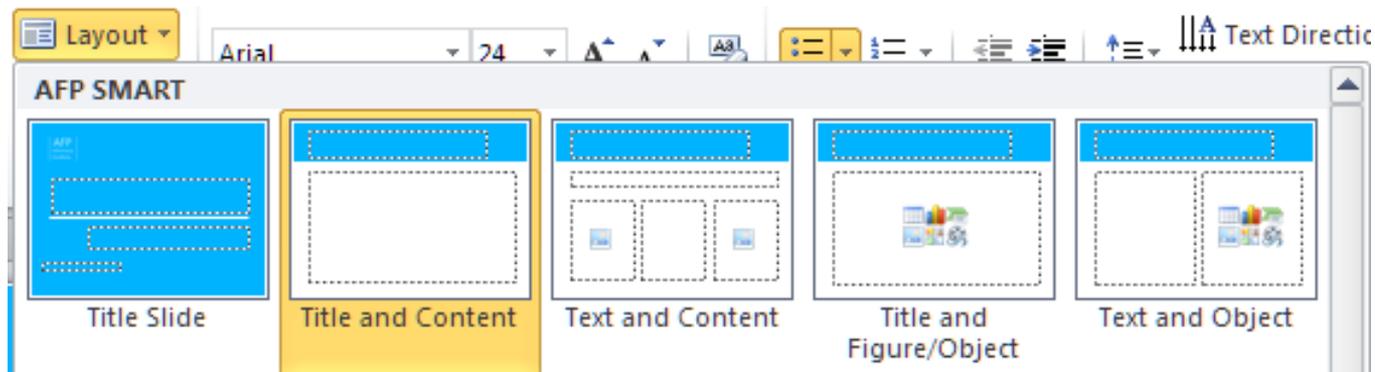
Inserting Slides from a Different Presentation

- Select **New Slide** and at the bottom of the pull-down menu select **Reuse Slides**
- Select **Open a PowerPoint File** from the menu that pops up
- The slides from the other presentation will appear on the right side of your screen; selecting a slide from the menu will insert the slide into your current presentation



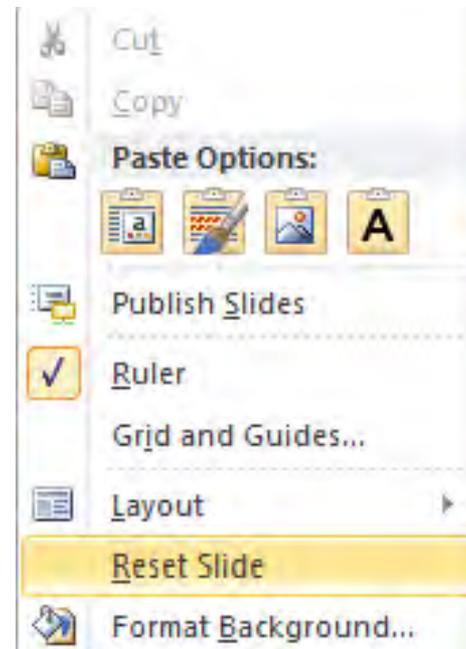
Switching a Slide Layout

- To switch the layout of a slide, make sure you have selected the slide you want to change
- On the **Home** tab, click on the **Layout** pull-down menu and select the new layout; the new layout will be applied to your slide!
- You can also change the layout of a slide by right-clicking and selecting the new layout that you want to use



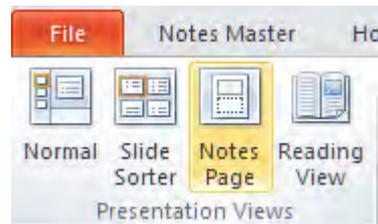
Resetting a Slide Layout

- To go back to default slide formatting—right-click the slide and select **Reset Slide**



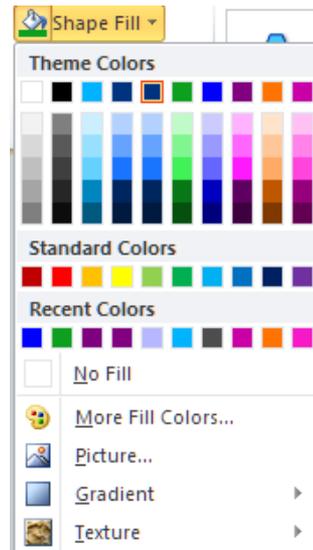
Adjusting the Speaker Notes Format

- The easiest way to insert, review, and format speaker notes is via the Notes Page view
- Click on **View** and select **Notes Page**



Using the AFP SMART Theme Colors

- Colors from the AFP SMART color palette have been preloaded into the template

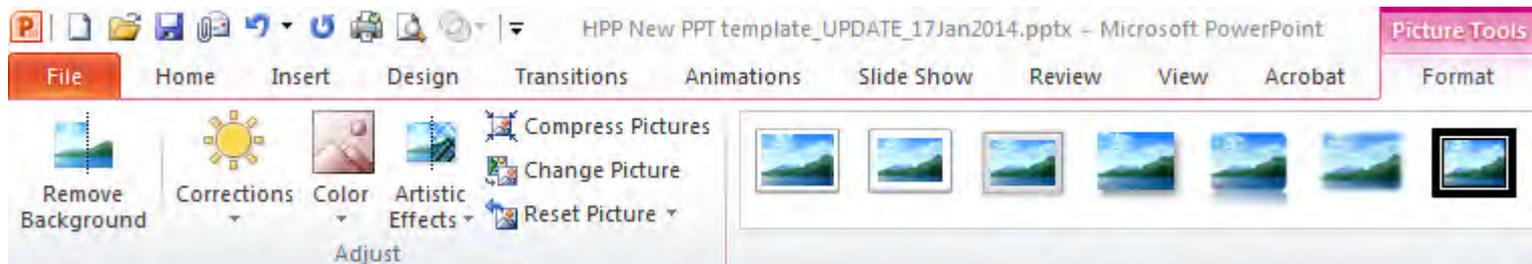


Inserting Photos

- Use one of the photo layouts from the AFP SMART template
- Double-click on the photo icon and insert a photo from your files
- Be sure to include a photo credit!

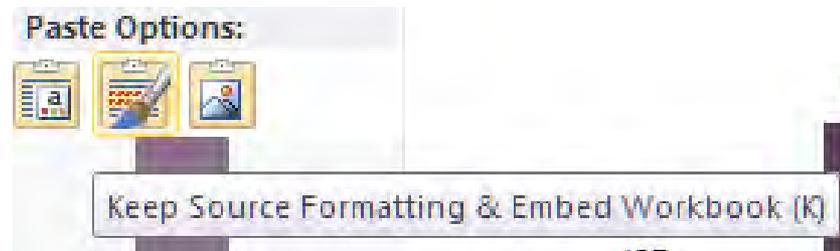
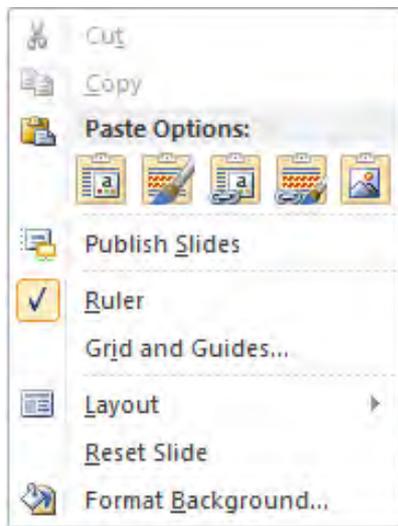
Adjusting Photos

- Changing photo size
 - Shift + drag the sizing handle in one of the photo's corners
- Replacing photos (use **Change Picture** button on **Format** tab)
 - You can also right click the photo, and select “change picture”
- Removing background and cropping photo
 - **Pictures Tools/Format** → **Remove Background**



Inserting Figures

- To insert a figure—copy the graph from Excel (ctrl+c). Right-click and select **Keep Source Formatting and Embed Workbook** under **Paste Options**

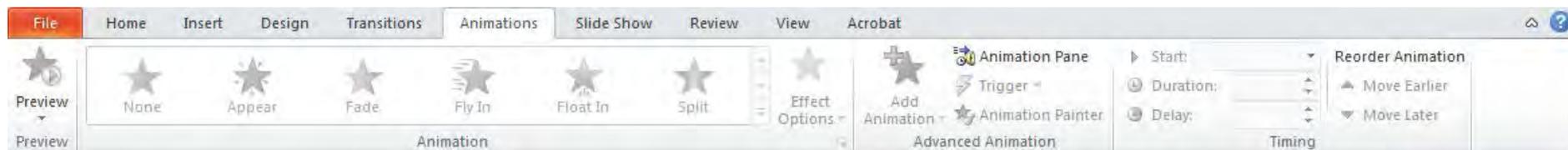


Inserting Tables

- To insert a table from a Word document into PPT, select the table and then copy and paste it onto your slide
- To create a new table in PPT, click on the **Home** tab and the **Table** arrow and select the number of rows and columns needed
- With your table selected, format as needed using the **Design** and **Layout** tabs located under **Table Tools**

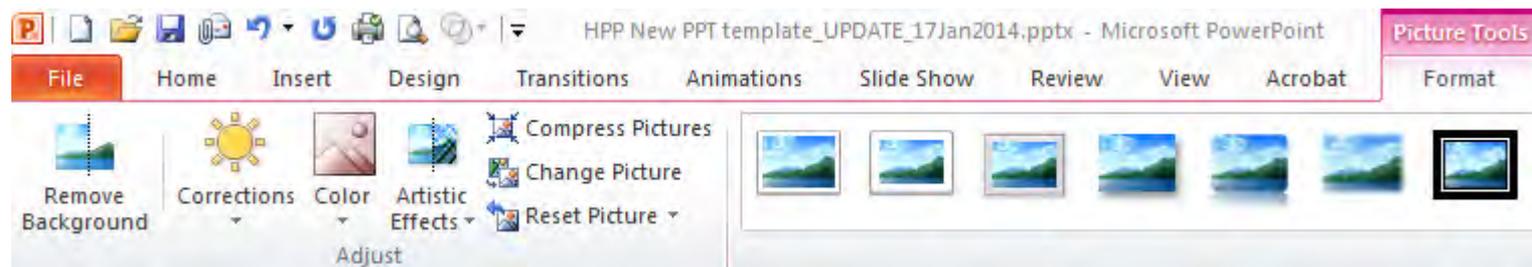
Using Transitions and Animations

- Transitions and animations help to reveal points as you cover them
- Use animation for specific objects and transitions to move to your next slide
- You can add animations, time them, change their order, and preview your work through the **Animation** tab on the ribbon
- Add animations and/or transitions to enhance your presentation, they shouldn't distract your audience



Reducing File Size

- Compress your photos in the PPT file; click on a photo, select the **Format** tab under **Picture Tools** and choose **Compress Pictures**
- If your presentation contains audio or video, compress the file size
 - **File** → **Info** → **Compress Media**
- You can also do a **Save As**—saving your presentation a second time and renaming it removes extra data



INSIGHT ——— for a
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