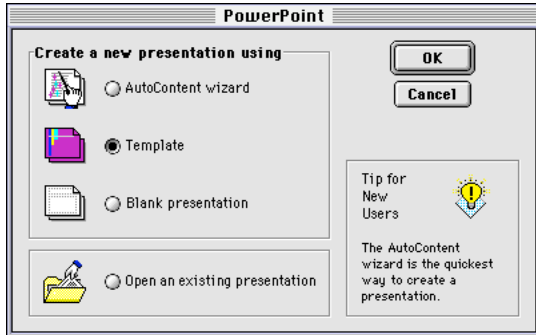


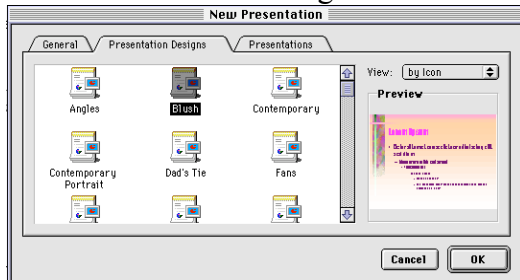
Powerpoint



You can edit the template that applies to all slides at View/Master/Slide Master

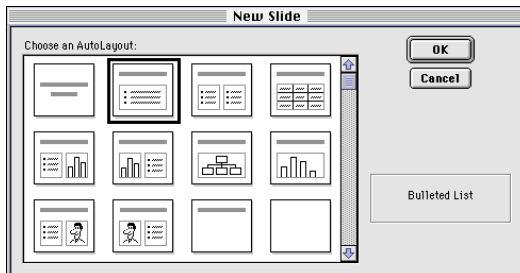


Avoid dark colored backgrounds!



Titles should be no smaller than 48 point font; text styles should be no smaller than 28 point font.

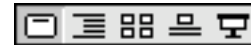
Helvetica or Palatino gives an easy to read font. Use a contrasting color.



New slides are created by **⌘M** or clicking on the new slide button



Lower left controls the view:



slide, outline, sorter, notes, show

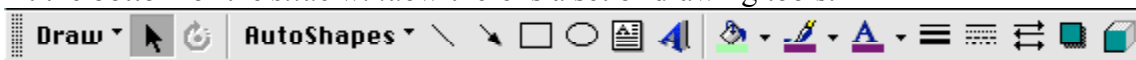


Overall Design:

Aim for Powerpoint slides that are graphics rich and word lean. That leaves you with something to add when you give a presentation.

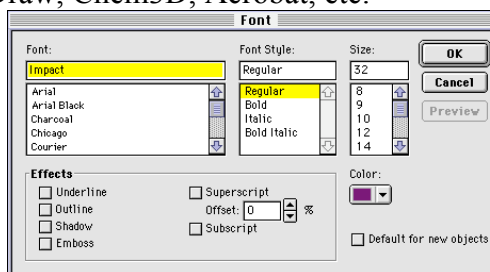
Filling your slides with words and then reading them to us is taken by many as a lack of respect for your audience.

At the bottom of the *slide window* there is a set of drawing tools.

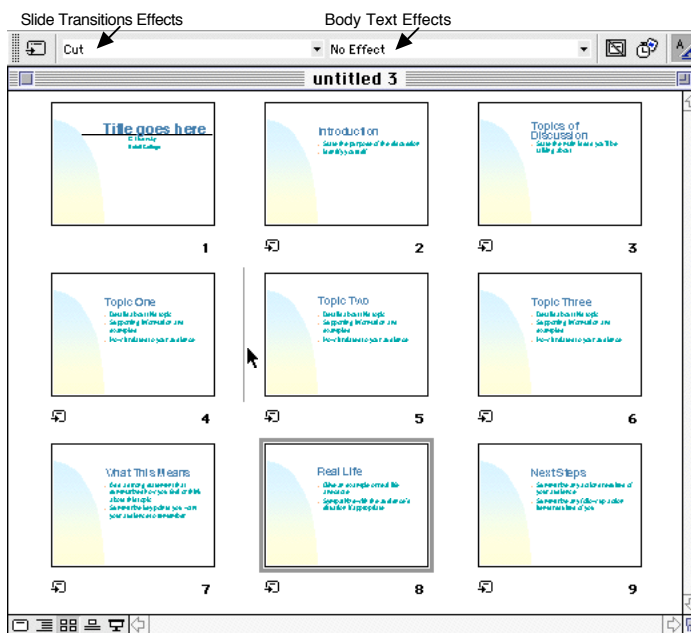


Provide pictures by cut and paste from ChemDraw, Chem3D, Acrobat, etc.

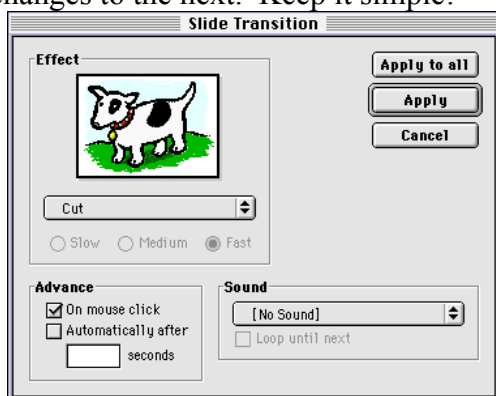
Use the Format/Font menu to put superscripts or subscripts into formulas.



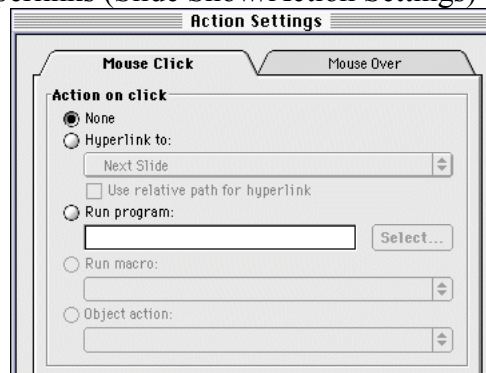
In the *sorter view* you can drag slides around as well as apply effects.



Slide transitions control how one slide changes to the next. Keep it simple!



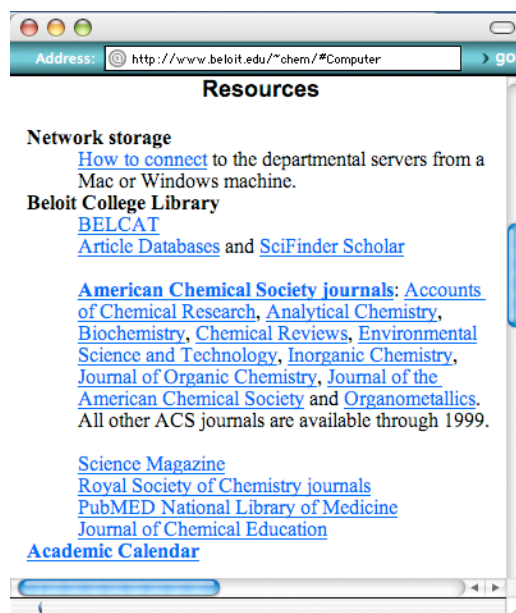
You can create hyperlinks in a presentation so you can jump to specific slides, to another presentation or program (e. g., a molecule viewer or to an address on the internet.) You can create a hyperlink from any text or object, including a shape, picture, or action button. Hyperlinks (Slide Show/Action Settings)



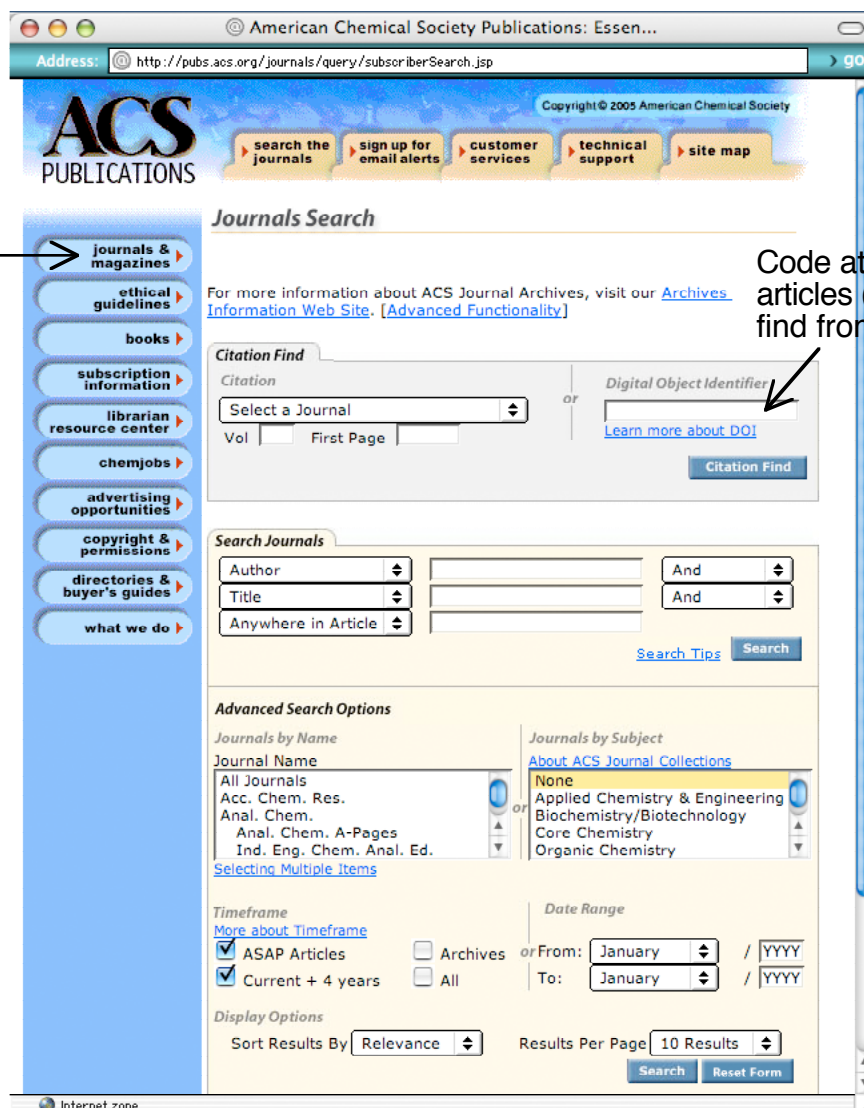
Getting Figures from Journals into Powerpoint

Click on resources at
<http://www.beloit.edu/~chem>

Go to ACS publications



Click here to go
 browse a journal



Code at end of all
 articles (easiest way to
 find from paper copy.)

Select article

Photovoltaic Cells Using Composite Nanoclusters of Porphyrins and Fullerenes with Gold Nanoparticles
 Taku Hasobe, Hiroshi Imahori, Prashant V. Kamat, Tae Kyu Ahn, Seong Keun Kim, Dongho Kim, Atsushi Fujimoto, Tsutomu Hirakawa, and Shunichi Fukuzumi
 pp 1218 - 1228. (Article) DOI: [10.1021/ja047768u](https://doi.org/10.1021/ja047768u)

download pdf file

Abstract Full: [HTML](#) / [PDF](#) (545K) [Supporting Info](#)

Open pdf file in licensed copy of Acrobat

adjust scale to 200%

then copy graphic

Hasobe et al.

17.3 Å

30.94 Å

660 nm

Paste graphic into powerpoint slide and adjust scale (Format/Picture)

Format Picture

Colors and Lines Size Position Picture Text Box

Size and rotate

Height: 2.19" Width: 2.24"

Rotation: 0°

Scale

Height: 70% Width: 70%

Lock aspect ratio

Relative to original picture size

Best scale for slide show

Resolution: 1024 x 768

(You must know screen size to optimize bitmap images.)