



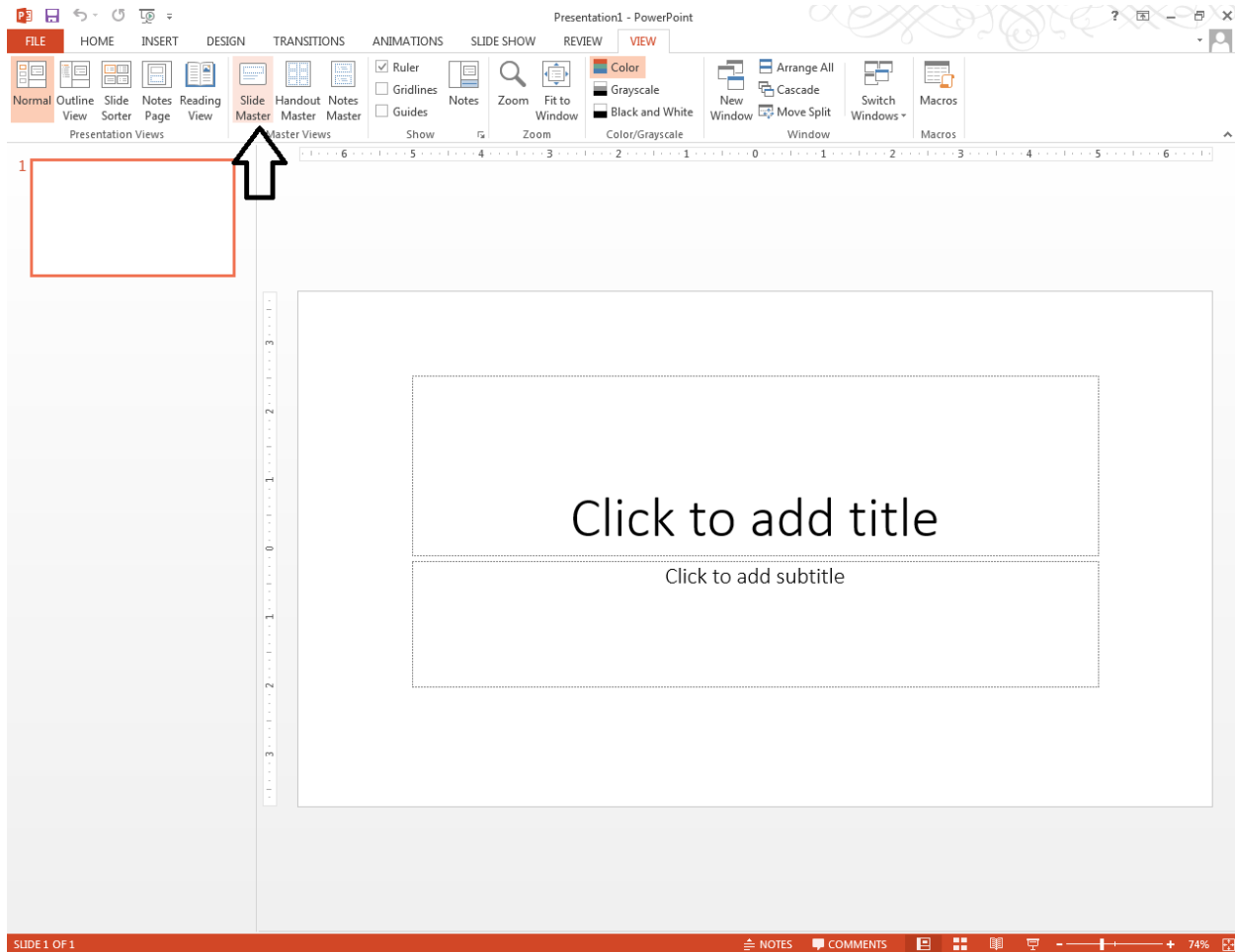
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Fun Time in the Kitchen: Let's Make Cupcakes!



SAMPLE PRESENTATION PROJECT:

- Open PowerPoint – Click on Blank Presentation – Go to View tab – Click Slide Master

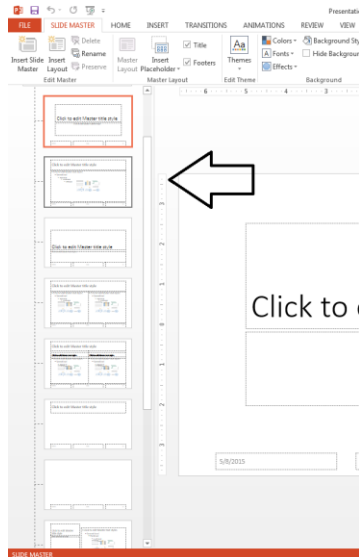


- **WARNING!** Please do not add content to the Master slide. Things you type into the Master Slide will not show up in the actual presentation. It simply deletes/overwrites the default slide prompt text. So make sure to always close the Master Slide if you want to edit the actual presentation.





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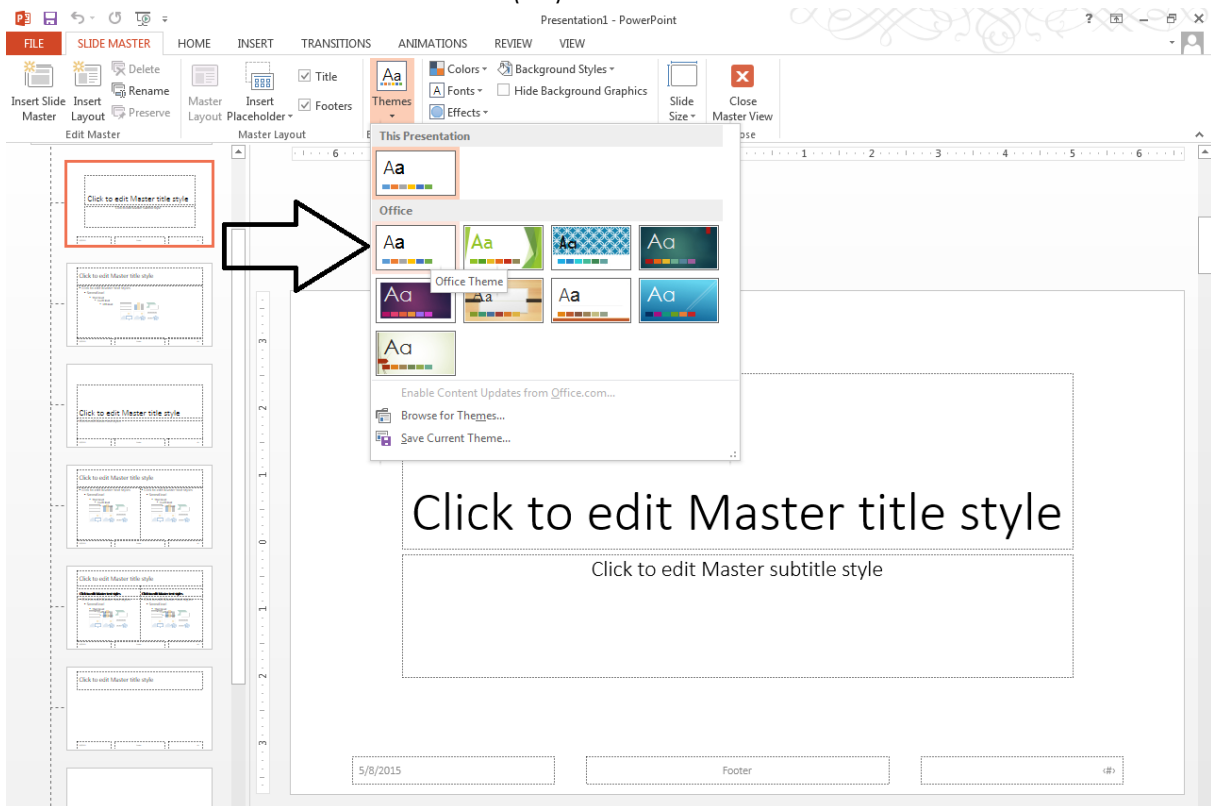


As you can notice on the left side, there are different layouts for your presentation

(with mouse over the slides can see titles listed:

- Title Slide
- Title & Content Slide,
- Section Header Layout,
- Two Content Layout,
- Comparison Layout,
- Title Only Layout,
- Blank Layout,
- Content with Caption Layout,
- Title & Vertical Text Layout,
- Vertical Title and Text Layout)

- Click on the Office Theme Slide Master (#1)

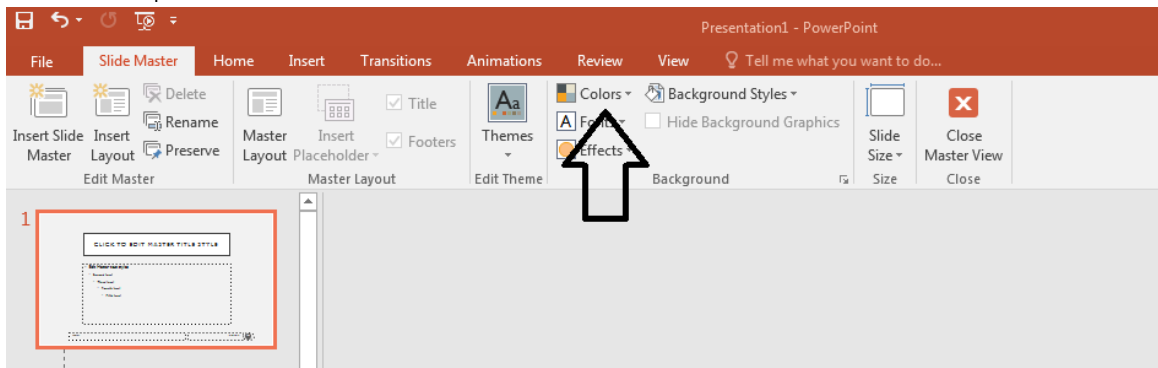


- Click "Themes" in the Slide Master Tab ribbon and select "Office Themes: Parcel"
- You can also search for free themes and templates on Google and save them on your computer to use in the presentation

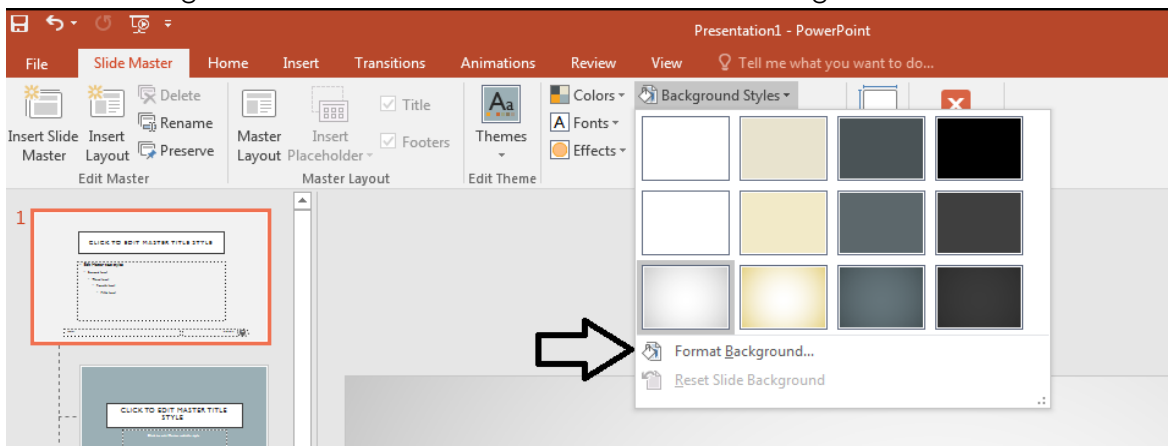


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- Or if you customize a certain theme just save it and use it for other presentations as a template



- Click "Colors" in the same ribbon and select a certain color scheme you would like to use
 - or create your own color theme by clicking "Create Your Color Theme"
 - choose colors and hit save
 - For the presentation I used "Blue Green" color theme and you can too.
- Next click "Fonts" and select a font grouping you would like to use in your presentation
 - You can also create a custom font grouping
 - I used "Gill Sans MT" for this presentation
- You can also use the "Effects" to add to a 3D theme feel but it is not necessary and might not work for all backgrounds or themes
- Next change the background by clicking "Background Styles" and selecting a certain color
- You can also go a bit more advanced and click "Format Background"



- On the right side of the window you can see: a solid color, gradient fill, picture/texture fill, pattern fill
 - To add a photo as a background
 - Click "Picture/Gradient Fill"
 - Insert from "File" – browse for a photo on the computer or a flash drive
 - Click insert
 - If a photo is too small use "Tile as texture" check box
 - Use the "Transparency" slider to manually adapt the background's brightness and contrast





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- If you want to change the layout screen size, click "Side Size" in the ribbon and select "Standard"
- After making changes make sure to click "Apply to All"
- There is also an option to make another "Slide Master" and "Insert a Layout" that is custom made where we can add various place holders that could be used as a custom slide
- If you are happy with the changes you have made, then click "Close Master View" to go back to editing the presentation

- To view the Slide Layouts, we have added due to Slide Master we can click "New Slide" – the drop-down menu part and see all the available layouts.
 - I will choose "Title and Content" slide and add title "Fun Time in the Kitchen: Let's Make Cupcakes!"
- Next click "Insert Picture from File" and find the photo of a nice yummy cupcake
- Next make a new slide
 - o Type in:
 - PLACE:
 - Kitchen
- Next make a new slide
 - o Type in:
 - TOOLS:
 - Oven
- Duplicate a slide (4 times)
 - o Type in each:
 - 12-cup standard muffin tin
 - 12 cupcake liners
 - 2 medium bowls
 - Mixer or an egg beater
- You can go ahead and add photos for each of the tools we have mentioned in appropriate slide.
 - o After you are done with that go ahead and make a new slide
 - o Type in:
 - INGREDIENTS:
 - ✓ 2 cups flour
 - ✓ 1/2 teaspoon salt
 - ✓ 2 teaspoons baking powder
 - ✓ 1/2 cup butter, softened
 - ✓ 3/4 cup sugar (if you like your cupcakes very sweet, add a little more.)
 - ✓ 2 eggs
 - ✓ 1 cup milk
 - ✓ 1 teaspoon vanilla essence (optional)
- Make a new slide
 - o Type in:
 - DIRECTIONS:
 - Preheat oven to 375F or 190C



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- Line muffin cups with papers
- Cream butter and sugar until light and fluffy
 - o make sure the butter is room temp so the mixture doesn't clump
 - o beat in eggs one at a time
- Mix baking powder and salt into the flour, and slowly add to the mixture
- Add milk and vanilla
- Divide evenly among pans
- Bake for 18 minutes
- Let cool in pans
- Adding notes for presentations
 - We can for example add some information about the special procedures to follow during preparation (if any).
 - We could also write a little reminder concerning the amount of cupcakes you will get in the end.
 - o "Makes: 12 cupcakes (or 48 mini ones)"
 - We could maybe add a source for the project in the notes as well.
 - o "SOURCE: <http://tiny.cc/simplevc>"
- Using two or more monitors slideshow view
 - Information on how to use of the presenter view
 - Recording narration
 - Set up a PPT show (if you are going to have slideshows at a kiosk)
 - Change resolution
- Adding comments for calibration – review tab
 - Merging to see differences
 - Adding comments (not visible in the actual presentation mode, mostly used in the editing process)
- Printing slides and notes
 - Printing one slide per a page, slides with notes, etc.

Fun Time in the Kitchen: Let's Make Cupcakes!

PowerPoint Idea >> No copyright infringement intended. :/

SOURCE: <https://www.geniuskitchen.com/recipe/simple-vanilla-cupcakes-178370>





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USEFUL PPT DESIGN TIPS:

- Be consistent with your slides (use Master slide to set up custom design or use a template)
- Keep things simple
- Fonts (not more than 2)
- Colors (depends on the project)
- Aiming for visual fluidity not visual overload
- When displaying text use key points not paragraphs
- When displaying photos, graphs and charts – use key points as well
 - It is not a pin board, so spread things out on different slides
- Use Rule of Thirds <http://tiny.cc/comp3rd>
[<https://artplusemarketing.com/winning-composition-using-the-rule-of-thirds-in-desin-41bb6d48b409>]
- Use transitions and animation sparingly -- think of your audience
- Browse other sample presentations online for design ideas:

Good:

How Google Works <http://tiny.cc/samp1>

[<https://www.slideshare.net/ericschmidt/how-google-works-final-1>]

Millennial Buying Behavior <http://tiny.cc/samp2>

[<https://www.slideshare.net/LogoDesignGuru/identifying-millennial-buying-behavior-on-mobile>]

Questionable:

The Eye Exam <http://tiny.cc/samp3>

[<https://www.slideshare.net/LeoBurnettWorldwide/howard-and-the-amazing-eye-exam>]

10 Steps to Actionable Analytics for Digital Marketing <http://tiny.cc/samp4>

[https://www.slideshare.net/Smart-Insights/10-steps-to-actionable-analytics-for-digital-marketing/17-10_STEPS_TO_ACTIONABLE_ANALYTICS]

