

cvent

CVENT POWERPOINT 101

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THE OUTCOMES FOR THE CLASS

Agenda

1. **Introduction and Course Overview**
2. **PPT– How to use it for creating presentations**
 - Overview of tabs, tools, screens, and menus
3. **The Cvent Template**
 - Why use one
 - Where can I find the latest version
 - *Hands-on: Locate the template and download it*
 - Find the template and save it as a different name*
4. **Creating & manipulating your content using the template**
 - Colors, fonts, builds, and transitions
 - Cover pgs, content pgs, subtitle pgs, specialty pgs
 - *Hands-on: Create some pages and content*
 - Create a cover slide, a subsection, 2 content pages, a specialty art/graph page, create a fade build, and change the transitions*
5. **Art, Photos, Icons, and type**
 - Differences between those content types
 - Inserting and manipulating photos, icons, and art, and the different ways you can acquire these
 - *Hands-on: Add some icons and photos pages*
 - Create/alter some icons and manipulate some photos...*
6. **Requesting specialty art and content**
 - Using Clarizen
7. **Using Box to collaborate and deliver PPT files**
8. **Quiz and Certificates of Completion**
9. **Dismissal**

* You will need to use your laptop and connect it to WiFi

*"If you think presentations cannot enchant people,
then you have never seen a really good one."*

- Guy Kawasaki



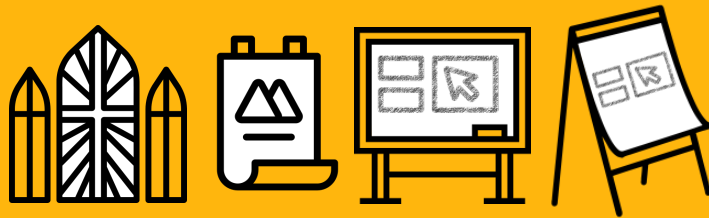
INTRODUCTION

A brief history of presentations and Power Point

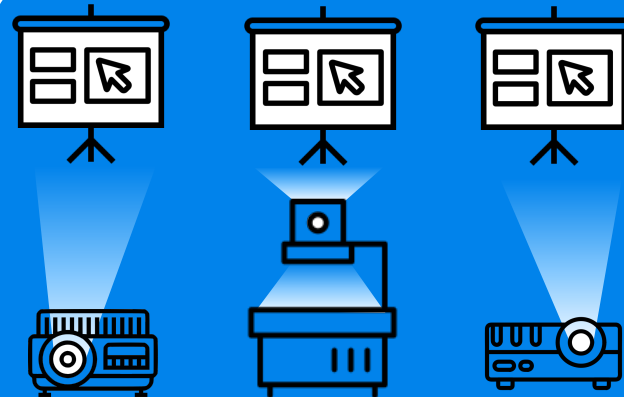
THE ART OF PRESENTATIONS – A SHORT HISTORY



10,000 BC



1150 AD ————— 1850 ————— 1940



1945 ————— 1975 ————— 2005



2010

1987

First version of
Power Point
introduced

A QUICK OVERVIEW





THE POWER POINT WORKSPACE

Tools, Tabs, Screens, and Presentation Layout, along
with Content, and Engagement Styles

A QUICK OVERVIEW OF THE WORKSPACE

Quick Access Toolbar
Keep favorite commands permanently visible.

The Ribbon
Tools are arranged in Tabs; this allows for easier access and makes the tools they contain quickly available

Easy Search
Look up PowerPoint commands and capabilities when you need help or to search the web

Sub menus contain Contextual Commands
This allows you to more easily and specifically control text, pictures and other objects in a presentation

Tools and Commands

Rulers and Guides

Use the rulers for placement of groups of objects and type and use guides to help with the exact placement of items.

Slide

This is where you'll add content, headlines, subheads, body copy, pictures, icons, graphs and charts and where you'll work on and edit them.

View Controls

Click on the icons to change the workspace view, Work view, Sorter view, an Presenter view.

Magnify & Workspace Resize

Slider for magnification and bullseye for workspace optimization

Deck Nav Pane

Select a slide by thumbnail to switch to it or drag it to move it up or down in the list. Resize the thumbnails by grabbing the side of the pane.

Navigation

Deck Meta Data and Notes
Slide number total and slide being shown info, track feedback while drafting along with keeping important facts handy while presenting

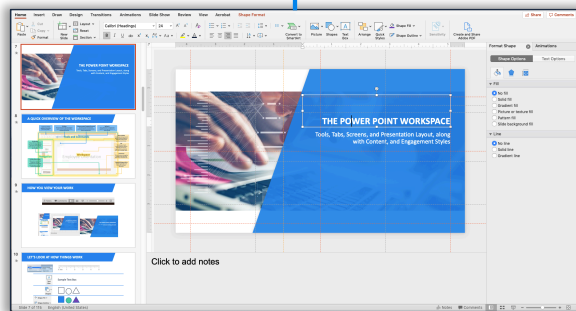
Workspace

Employee Orientation

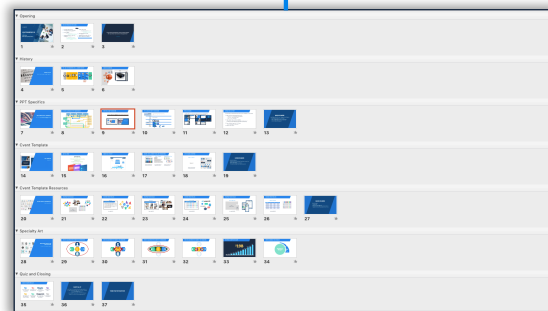
WELCOME

HOW YOU VIEW YOUR WORK

View Menu Bar



Normal or Work View



Slide Sorter View

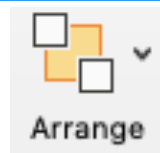
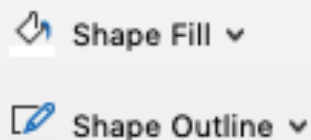
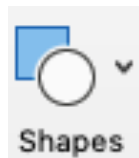
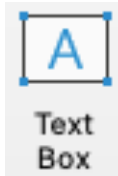


Slide Show View

LET'S LOOK AT HOW A FEW THINGS WORK



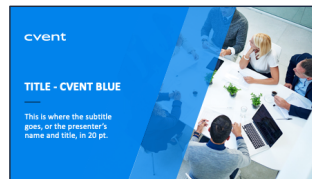
Go to the View tab and turn Rulers on and Guides on



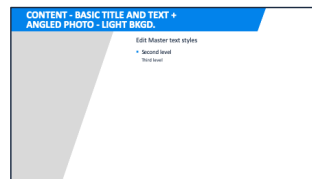
TYPES OF SLIDES

Use the slide layouts to help you organize and pace your presentation

- Title slide



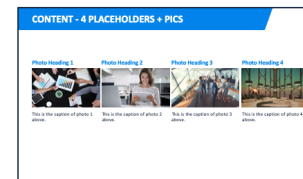
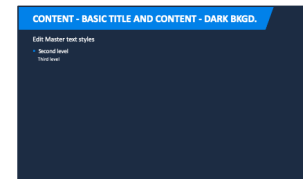
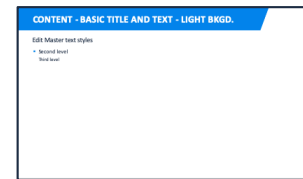
- Agenda



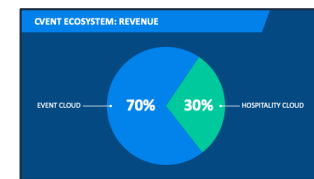
- Sub section



- Content



- Specialty



PACING AND CONTENT

Use the following “*rules of thumb*” for developing your presentation and its content

1. **Break your presentation down into 3 basic parts:**
 1. An opening - *an introduction and an agenda*
 2. A middle - *several support slides*
 3. And an end - *a conclusion*
2. **In your support slides use the rule of three:**

“... a government of the people, by the people, for the people.”

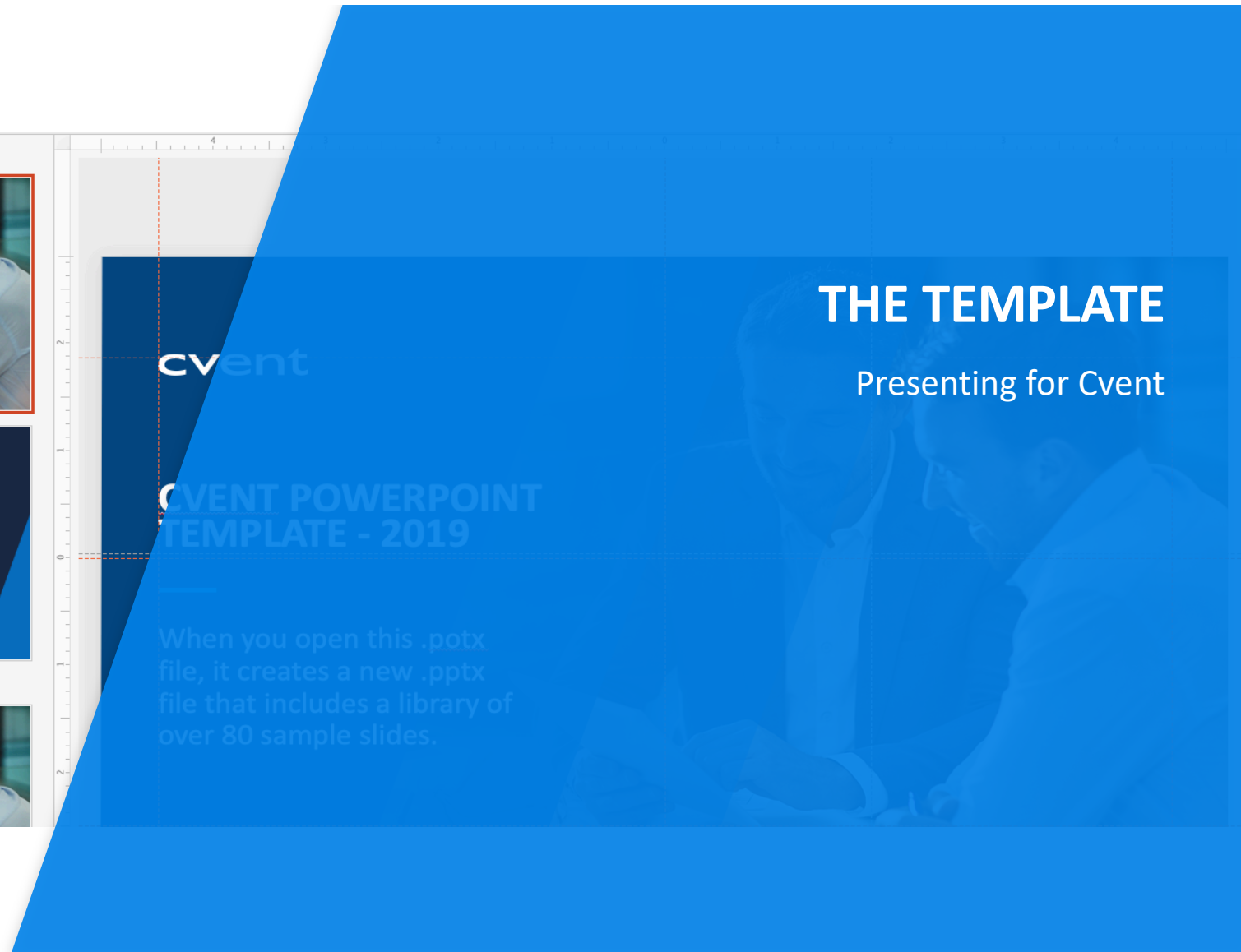
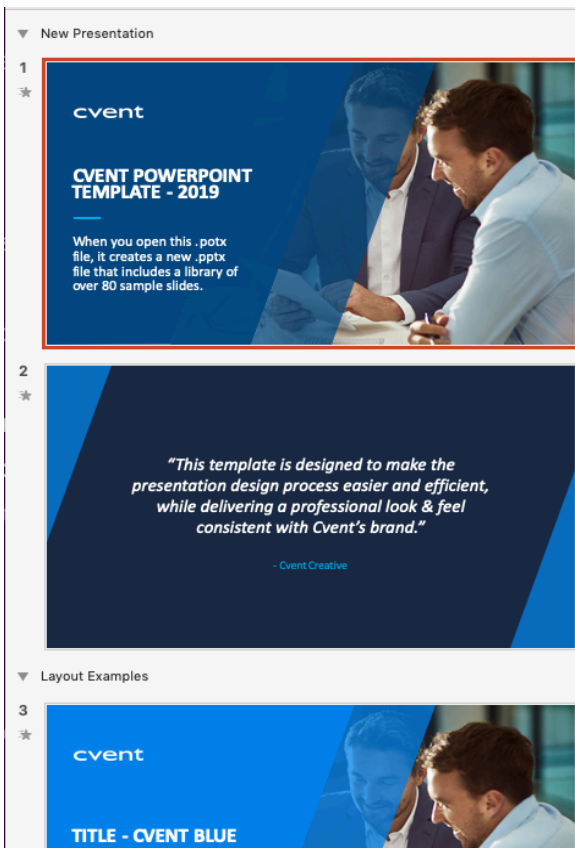
3 visuals or parts of a visual to build or underscore your point(s)
3. **For your whole deck use the 10-20-30 rule:**

10 slides, 20 minutes, 30-point font
4. **End with a call to action**

HANDS ON WORK

Launch Power Point & Create 3 slides with the following:

- 1 with your full name on it in 64pt Times
- 1 with 3-5 shapes on it colored in bright colors
- 1 of the shapes have a dashed line around it
- 1 with a bright pink background



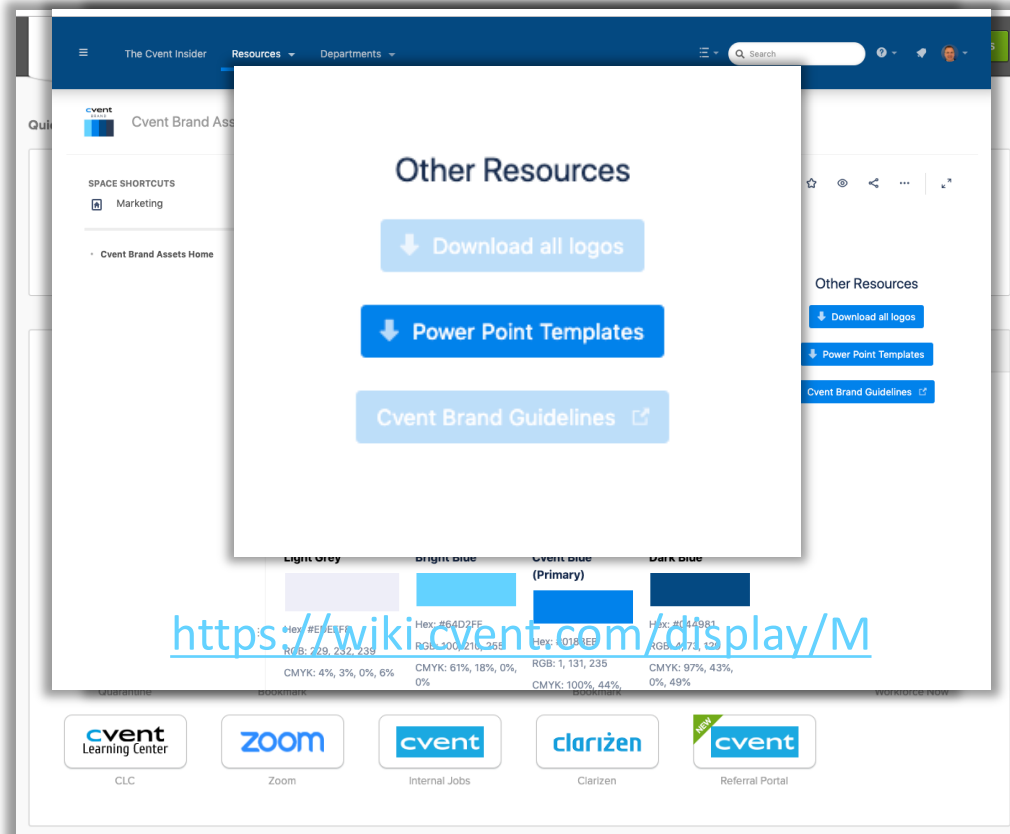
WHY USE ONE?

5-top reasons

1. Are easy to use
2. Provide consistency and uniformity
3. Reduce errors
4. Speed-up development time
5. Instant formatting



WHERE DO I FIND IT?



COLORS, FONTS, ANIMATIONS, AND TRANSITIONS

Cvent Color Palette



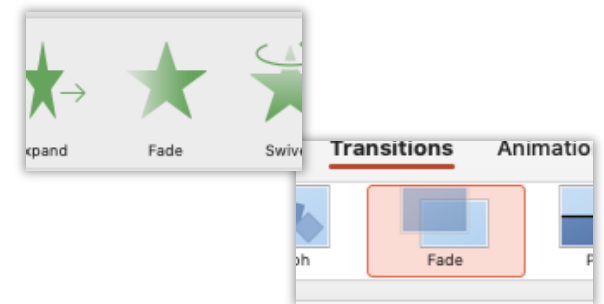
10 colors with 5 shades each
50 Total colors to work with

Cvent Font Family



Designed for electronic use,
over 8 faces to work with

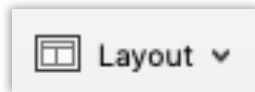
Animations/Transitions



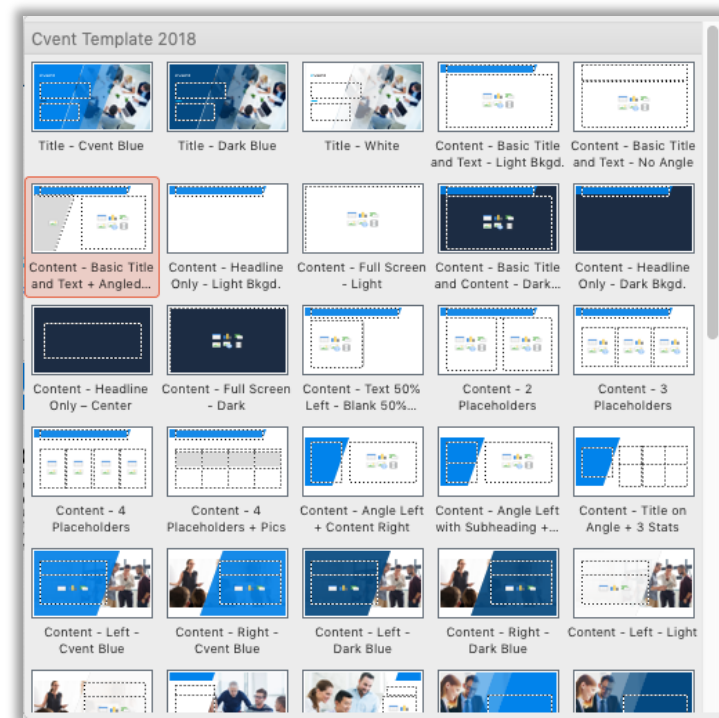
There are several types, the
safest and easiest to use

OOPS I MADE A MISTAKE!

Slide Layout



Simply click on the right layout you want and the slide will automatically switch to that look



HANDS ON WORK

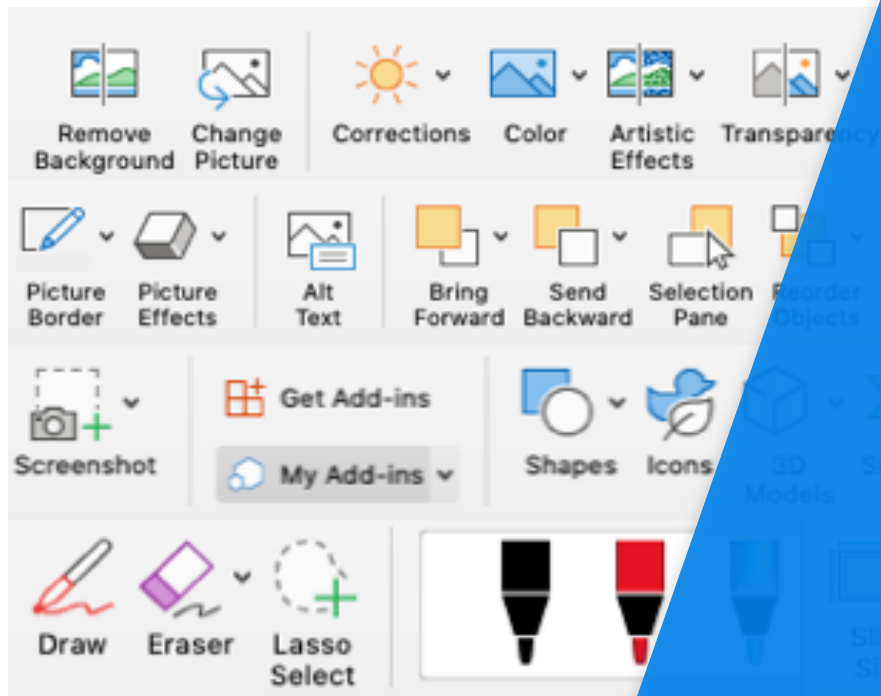
Let's do the following:

Locate and download the Cvent Template to your machine

Save it as your name

Import your 3 slides into the template

Name one other “consistency” from using the template?



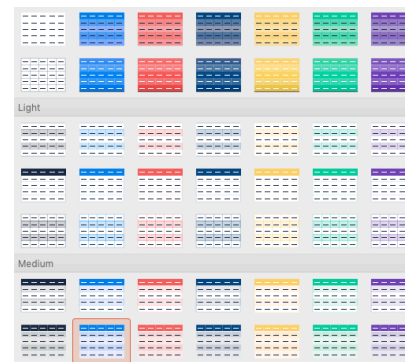
THE ART AND ITS APPEARANCE

Photos, Icons, and Type

CREATING YOUR VISUALS

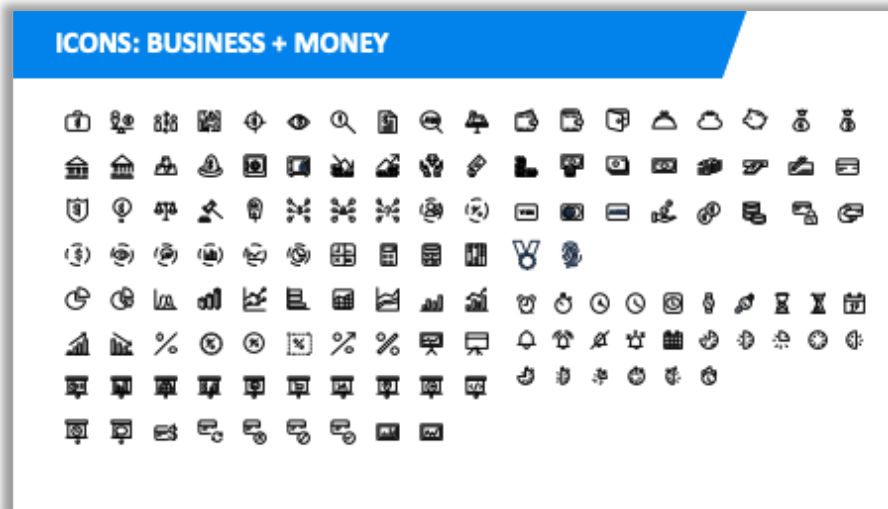


Insert
Screen Cap Here



CREATING YOUR VISUALS

Icons Art



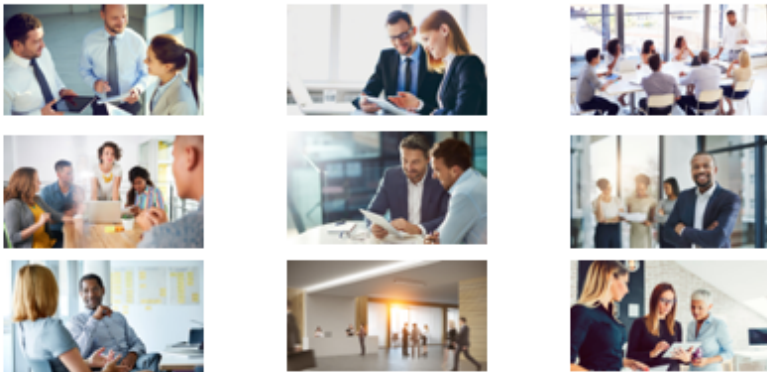
Icons – slides: 82 - 85

CREATING EDITING AND USING ICONS

CREATING YOUR VISUALS

Photographs

PHOTOS - PEOPLE - GROUPS

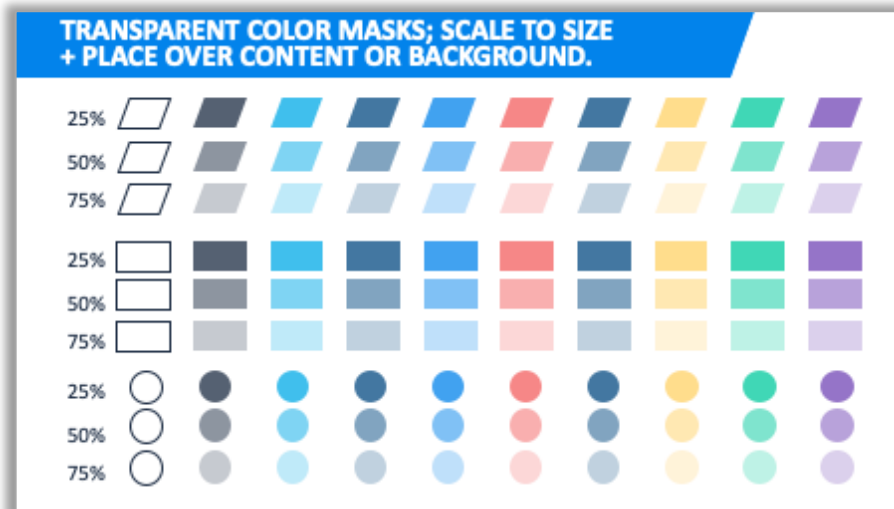


Photos – slides: 88 - 91

FINDING EDITING AND USING PHOTOS

CREATING YOUR VISUALS

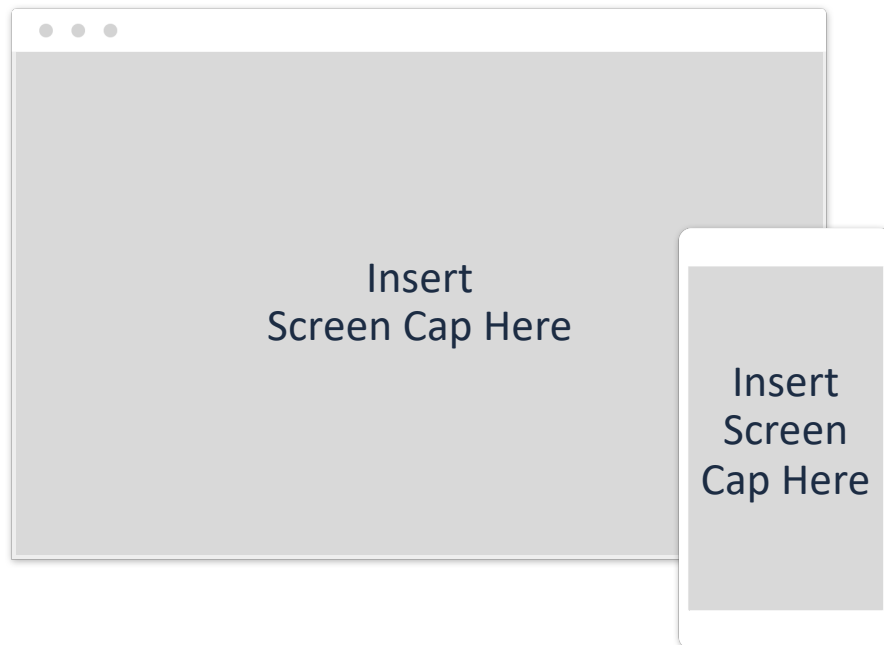
Logos/Shapes



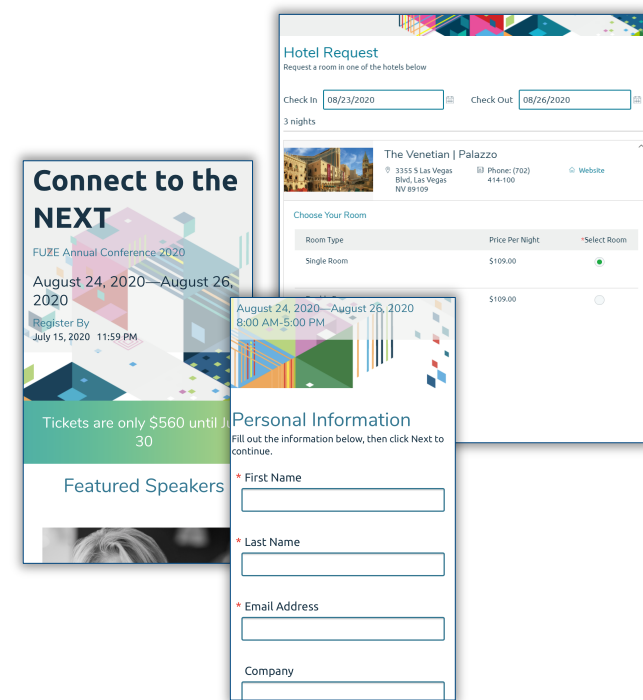
Art – slides: 80, 86, 87,92

CREATING YOUR VISUALS

Product Shots and Screens



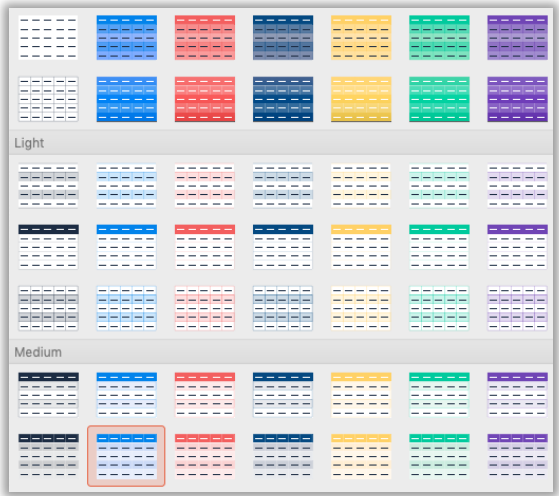
Art – slides: 80, 86, 87,92



CREATING YOUR VISUALS

Tables and Graphs

Column 1	2	3	4
Content row	content	content	content
Content row	content	content	content
Content row	content	content	content
Content row	content	content	content
Content row	content	content	content
Content row	content	content	content



Art – slides: 80, 86, 87,92

HANDS ON WORK

Find and make:

Custom icons: Find a “scope” icon, create an icon of a cell phone, create an icon of 1 person talking to 8 people

Add 2 photos to a slides background

Change colors of shapes and drawn some shapes

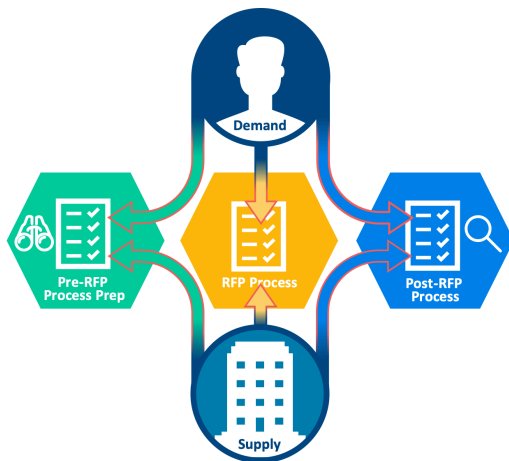
Create an 8 column 12 row table in Cvent Purple

communique communique
communique communique
communique communique
communique communique
communique communique

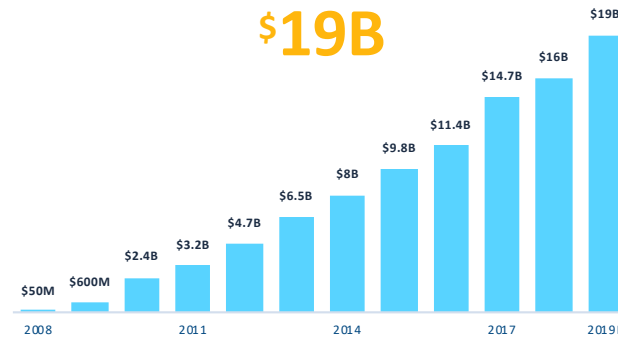
REQUESTING UNIQUE OR SPECIALTY ART

Illustrate an idea, process, or concept

YOU MAY NEED TO...



Illustrate the flow of Information



Build a chart or graph

Create a
complex
animation.

Create emphasis

A QUICK QUIZ

Let's find out what everyone retained...

A QUICK 8 QUESTION QUIZ

No

1
Is the template installed on your computer automatically?

Yes

2
Is the Corporate font in the template Calibri?

Maybe

3
Should I have a presentation with 130 slides in it?

No

4
Is hot pink a Cvent color?

No

5
Should I use just any photo I find on the internet in my deck?

Yes

6
Can I combine icons to create new and different ones?

Depends

7
Can I change the color and line weights of art on a given slide?

Yes

8
Can I find a Cvent logo in the template?

SUM IT ALL UP

A lot of the content can be and should be generated by you
It's easy to do once you spend some time with the program

If in doubt, cut it out

Need help or an answer to a question?

I encourage all of you to explore PPT and the Template

202 Will cover more advanced concepts stay tuned



THANK YOU FOR YOUR TIME!