PowerPoint Presentation Hints

1. **Create the 9+ slides recommended for the presentation**
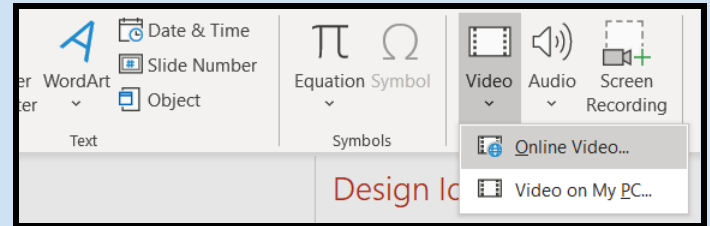   a. Make sure to title each slide
   b. First slide needs to have your project title, category and your name on it
   c. Some sections will need multiple slides.
2. **To insert images**
   a. A simple copy and paste would work but you can also use the Insert Tab>Picture to upload photos from your computer
3. **To insert videos into the slides**
   a. Click on Insert>Video
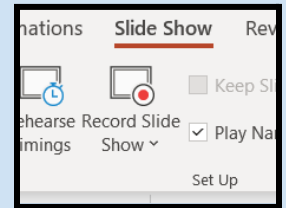   i. Online Video...
      ii. Video on My PC…

4. **Notes** - You will be discussing the engineering design process used in the creation of your prototype.
   a. At the bottom of the screen you will see "Click to add notes". Here is where you can add text on what you are going to say during each slide.
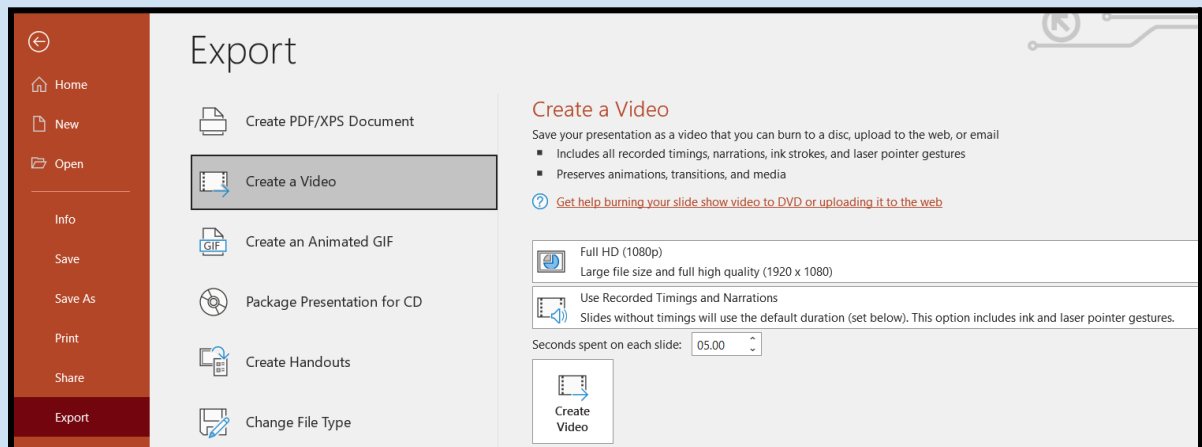5. **Record**
   a. When a slide is ready to present, click on "Slide Show" tab, then click on the "Record Slide Show" icon.
   b. Your screen will change and will show the slide you will want to present to.
   c. Click on "Notes" drop-down. It's located at the top close to your camera.
   d. Explore the features here before you start recording. Identify where you can record, replay, stop, clear recordings, turn on camera and audio, etc.
   e. Record yourself presenting. Replay it and determine whether or not you want to rerecord or keep it.
   f. Then move on to the next slide. It's recommended that you record slide-by-slide incase there is a mistake.

6. **Save and Make Video**
   a. Save the presentation as a PowerPoint Presentation (.pptx)
   b. Click on "File>Export>Create a Video". Then click on "Create Video" to save to your computer.

7. **Publish it through YouTube**
   a. On your YouTube account, upload the video from your computer to your account. It will take some time. Once this is complete, a hyperlink will be available to share. Email this to Mr. Swick and embed this video to your "ePortfolio>Engineering>Personal Projects>Engineering Fair".