

PowerPoint *Mini-Training*

EFNEP and CFHL, UC

June 3, 2020



Zoom Meeting Agreements

Please keep your microphone or phone muted when the host or another participant is speaking

Phones: *6 to mute and un-mute

Please use 'raise your hand' icon if you would like to speak

Please share your webcam video if you are comfortable doing so

Host may ask for 'video off' if internet connection is unstable

Co-hosts are monitoring chat

Will pause periodically for questions

Please use annotation tools only when instructed by the host

Mini-training Topics

Basics: slide design and text

Slide management: insert, copy/paste, duplicate, hide

Images: image quality, Picture Tools, group images

Transitions - basics

Animations - basics

Mini-training Topics

Insert Video or Audio  Present, Save, Export



Kelly Hong, CFHL, UC San Luis Obispo/Santa Barbara <https://www.youtube.com/watch?v=3OYQmaw88PQ&feature=youtu.be>

Basics – Design and Text

Slide size – standard or widescreen

Design – use branded templates

Consistent colors and font

Font size – how will slides be viewed?

Minimize
text

Allow
space

Variety

Basics – Slide management

Insert new slide, choose slide layout

Copy and paste

Paste – ‘use destination theme’ / ‘keep source formatting’

Duplicate slide – keeps formatting

Hide – doesn’t play in slide show

Basics - Images

Check permission for images

Photos or graphics – not both on same slide

Download-Insert vs. copy-paste

Picture Tools: crop, image correction, compress

Screen clipping



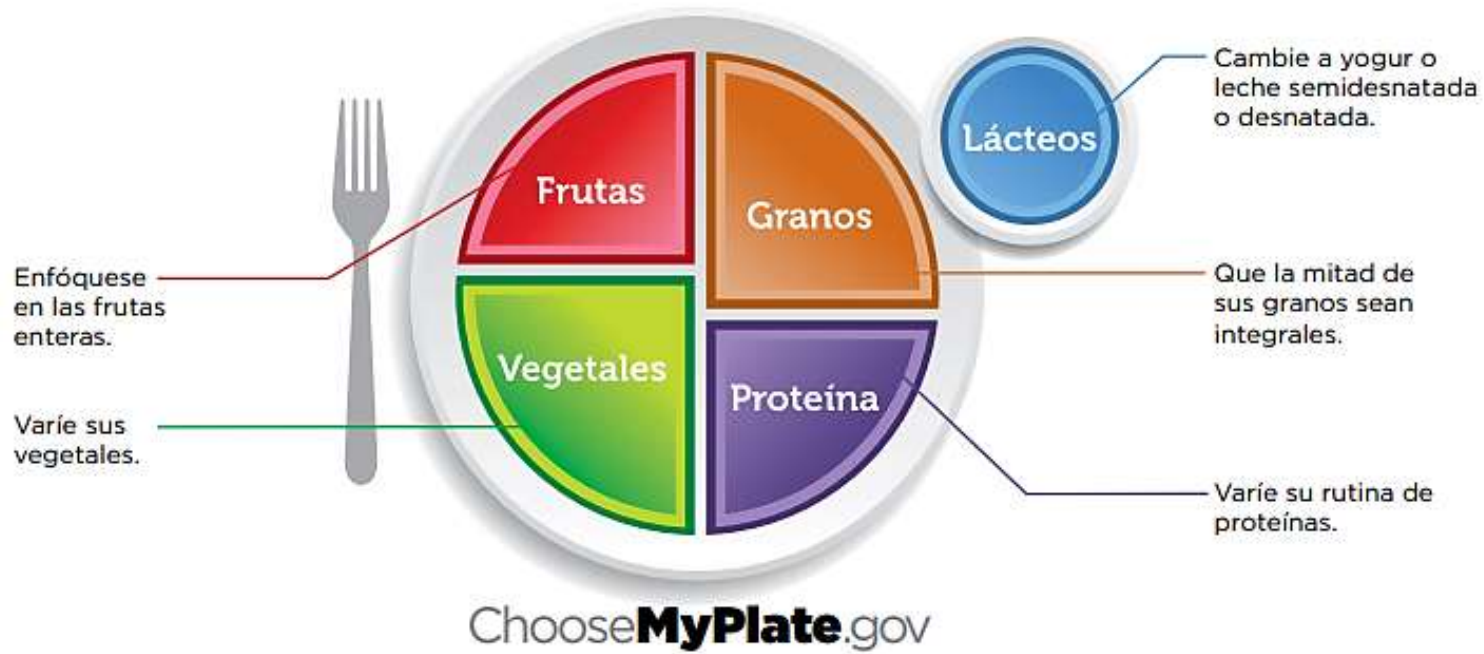
Image by [Clker-Free-Vector-Images](#) from [Pixabay](#)



Image by [jwdenson](#) from [Pixabay](#)

MiPlato, MisVictorias: Hágalo suyo

Encuentre su estilo de alimentación saludable. Todo lo que come y bebe con el tiempo importa y puede ayudarlo a estar más sano ahora y en el futuro.



Limite los extras.

Beba y coma bebidas y alimentos con menos sodio, menos grasas saturadas y menos azúcares añadidos.



Cree "MisVictorias" que se ajuste a su estilo de alimentación saludable.

Comience con pequeños cambios que pueda disfrutar, como tomar hoy una fruta extra.

Images

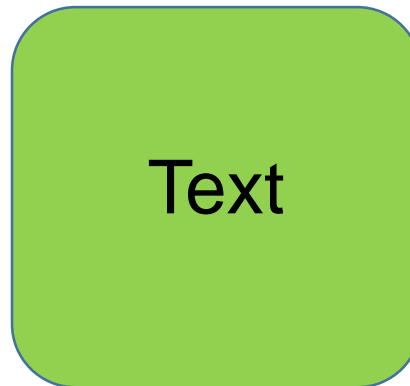
Bring forward / send backward

Rotate

Grouping: a must for animation!

Group images

Group text box and image





Smart Shopping Tips

Images provided by the USDA's Food and Nutrition Service (FNS), Supplemental Nutrition Assistance Program

Transitions

How each slide
moves to the next one

Can apply to single
slide or all slides

Use with restraint!



Animations

Text and objects within the same slide:

Entrance

Emphasis

Exit

Motion Paths

Again – use with restraint!



<https://www.fightbac.org/free-resources/logos-and-graphics/>

Insert Video or Audio

Online video

Video on your computer

Audio

Compress media

Screen recording



Music: www.bensound.com

[U.S. Food and Drug Administration
https://www.youtube.com/watch?v=iguM_pqetzo](https://www.youtube.com/watch?v=iguM_pqetzo)

Putting it all together...

Annabelle Factura, UCCE San Joaquin



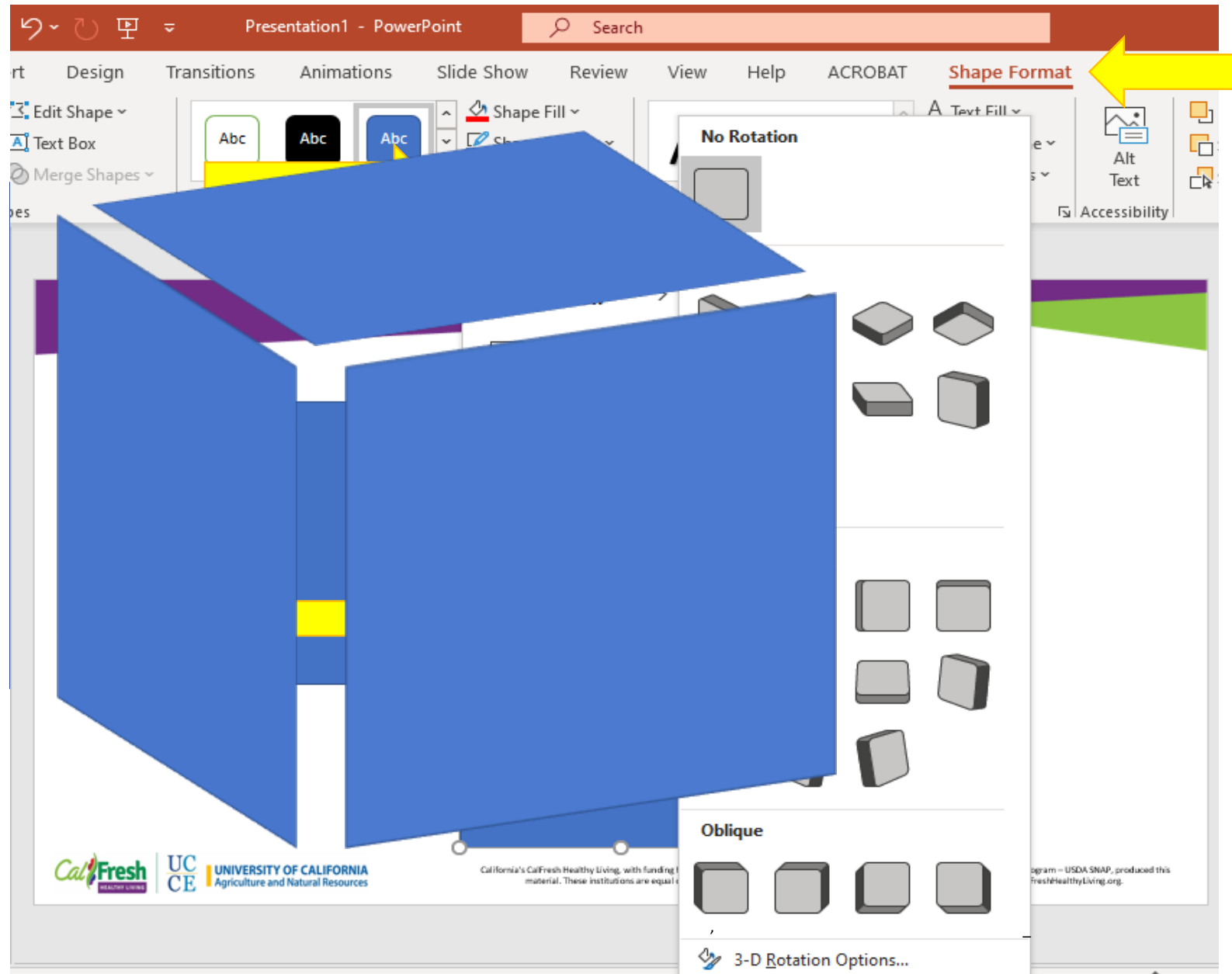
Creating and animating 3D Objects



California's CalFresh Healthy Living, with funding from the United States Department of Agriculture's Supplemental Nutrition Assistance Program – USDA SNAP, produced this material. These institutions are equal opportunity providers and employers. For important nutrition information, visit www.CalFreshHealthyLiving.org.

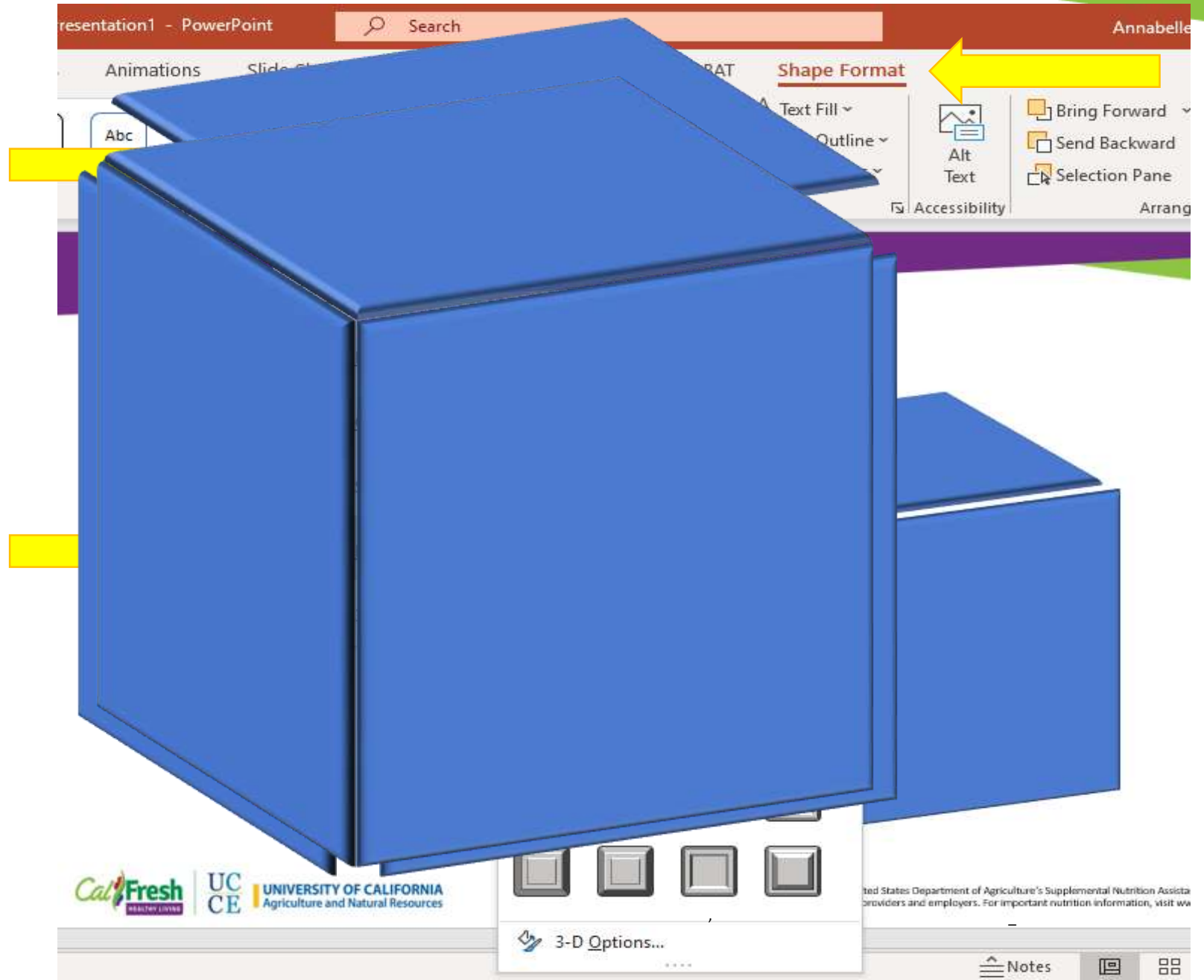
Creating 3D Objects

1. Create the *shape*
2. Duplicate the *shape*
3. Add 3D effect to the *shapes*

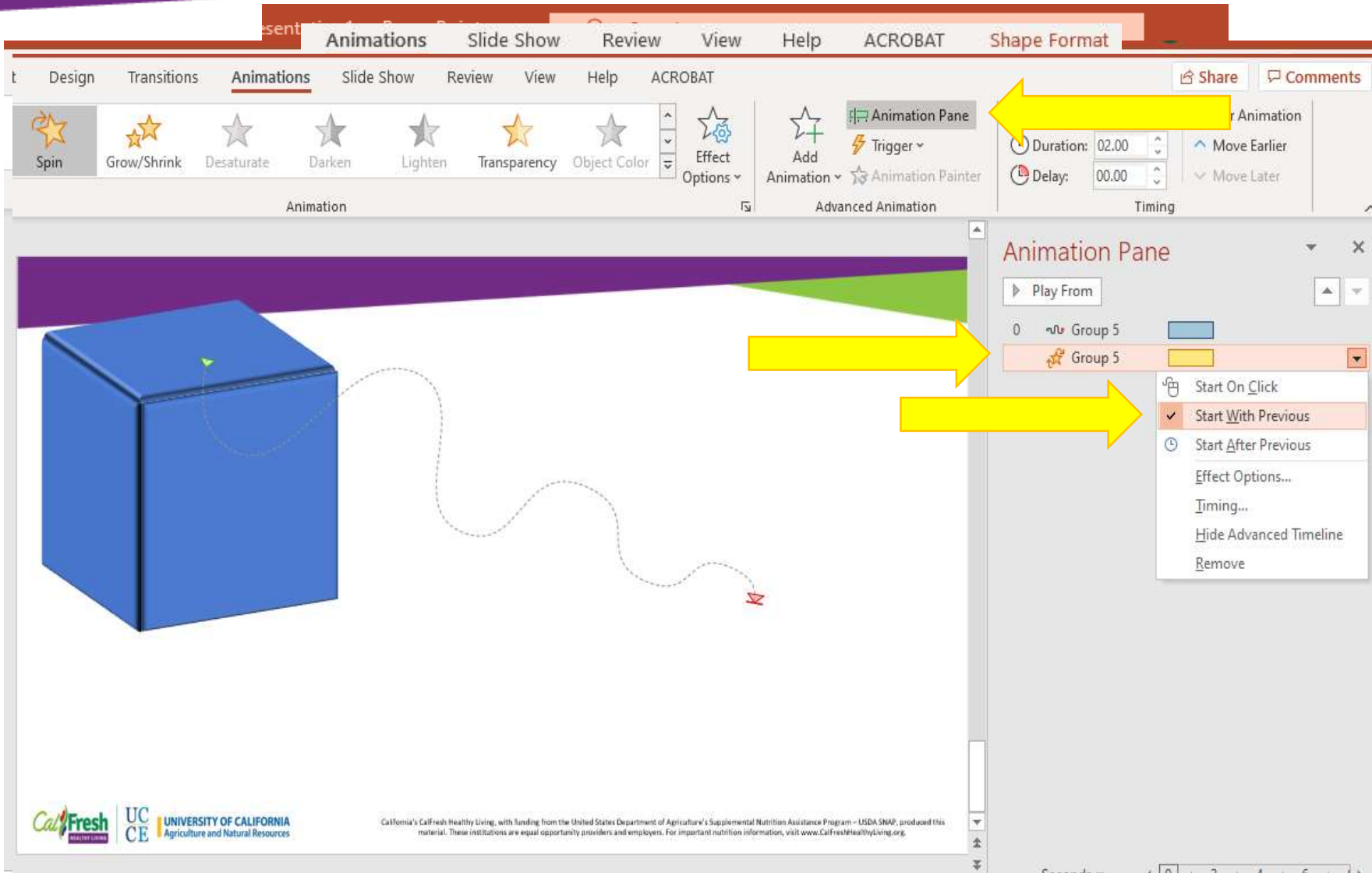


4. Add Bevel effect to shapes

5. Arrange shapes to form a cube and Group together



Animating 3D Objects

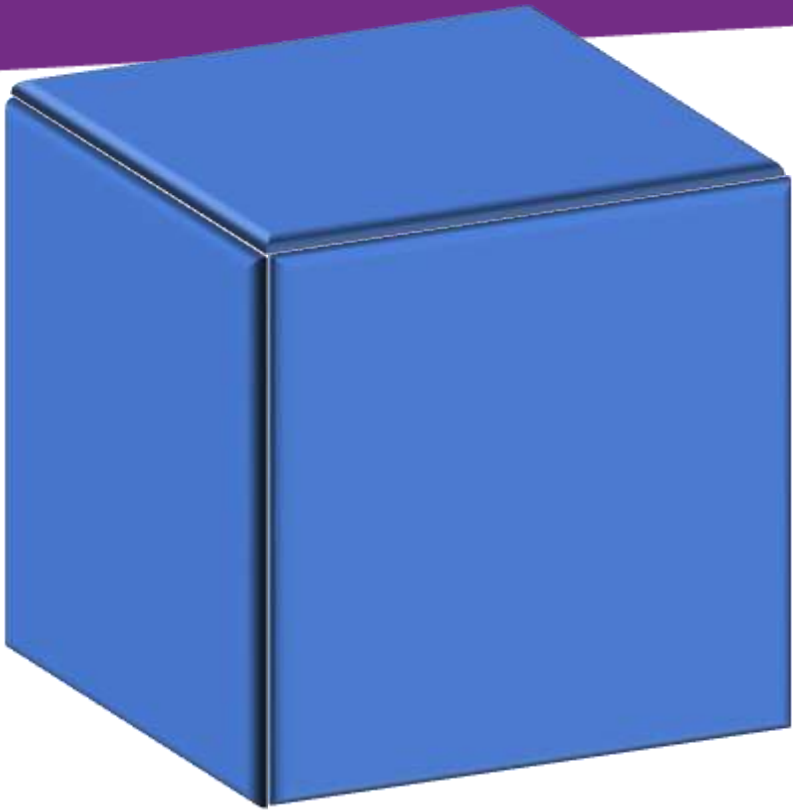


1. Add *animation*

2. Adjust *motion path*

3. Add *emphasis animation*

Let's try it!



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Present, Save, Export

Presenter view – for Zoom need two monitors

Save As

PowerPoint presentation (.pptx)

PowerPoint slide show (.ppsx) – can't be edited

Export: create pdf, create handouts

PowerPoint recording – tip sheet

https://drive.google.com/drive/u/0/folders/1Arnqh6FTZI-CI7rvd8l_-vtbwt24Twj9

Resources

EFNEP Branding Toolkit

http://efnep.ucanr.edu/About_EFNEP/EFNEP_Branding_Toolkit/

CFHL, UC Branding Toolkit

<https://uccalfresh.ucdavis.edu/admin/program/brand/ucanrco-branding>

LinkedIn Learning

<https://www.linkedin.com/learning/>

CalFresh Healthy Living, UC + UC ANR Branding Guidelines and Toolkit

- [UC ANR Nutrition Education Branding Toolkit](#)
- [CalFresh Healthy Living, UC + UC ANR Branding Guide](#)
- [CalFresh Healthy Living, UC Logo](#)
 - The CalFresh Healthy Living UC logo is used by the State Office when providing technical assistance and trainings conducted by the State Office; reports written by the State Office in compliance with the USDA/CDSS grant such as the Final Report; materials and presentations for national conferences; studies led by the State Office.
- [CalFresh Healthy Living + UCCE Local Logo \(English\)](#)
- [CalFresh Healthy Living + UCCE Local Logo \(Spanish\)](#)
 - In compliance with the CalFresh Healthy Living brand guide, use this logo for all communications and materials, such as events at schools and flyers related to local program implementation.