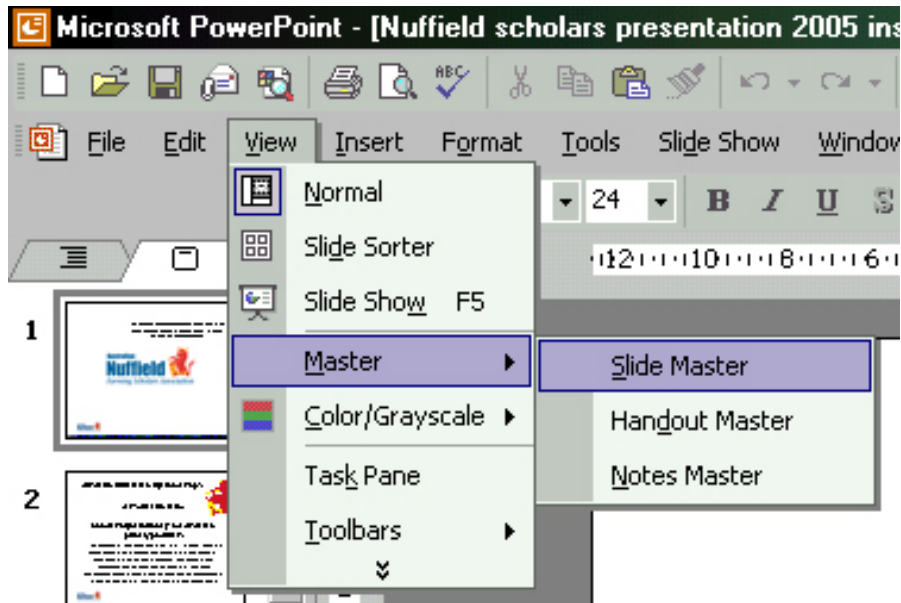


# Simple PowerPoint Instructions

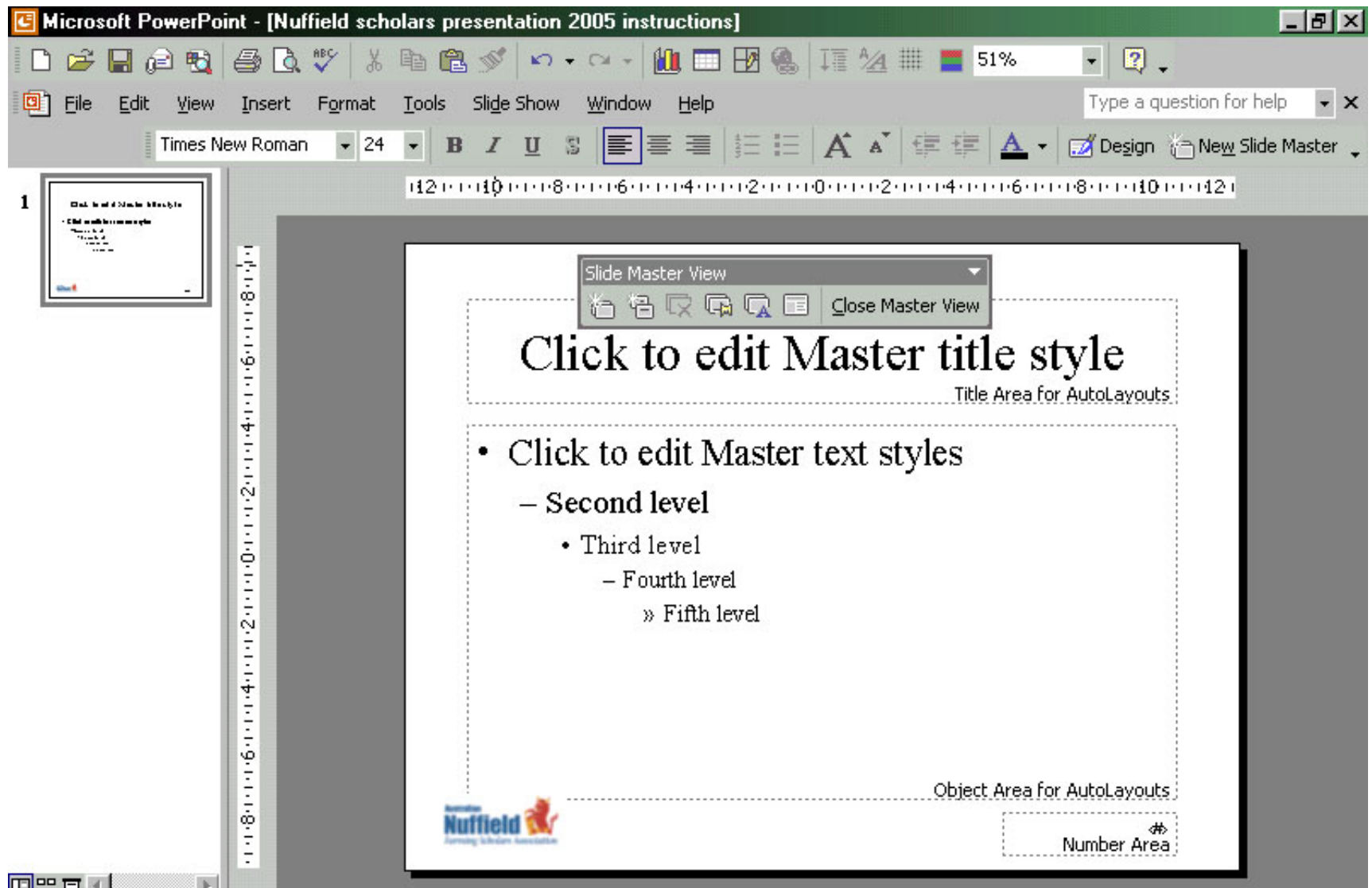
- Remember to keep your slide show simple
- Don't get carried away with too many special effects e.g. animation
- Don't look at the screen behind you. You will be wearing a lapel mic / be at a lectern.
- **Practice your presentation** and get used to when you want your next slide to appear
- The arrows or pg-dn, pg-up buttons make the slide show progress
- Nuffield's preferred font is Calibri



To change a background that is automatically on each page (ie. Nuffield logo on bottom right of page) go to view – choose master – slide master

**NUFFIELD**  
**AUSTRALIA**  
**FARMING SCHOLARS**





This is the screen you will see,  
make the changes you need then close Master Slide



# Australian Nuffield Farming Scholarships

Remember when working with Power Point that you need to work in boxes. (Place your cursor over the pre set boxes and type)

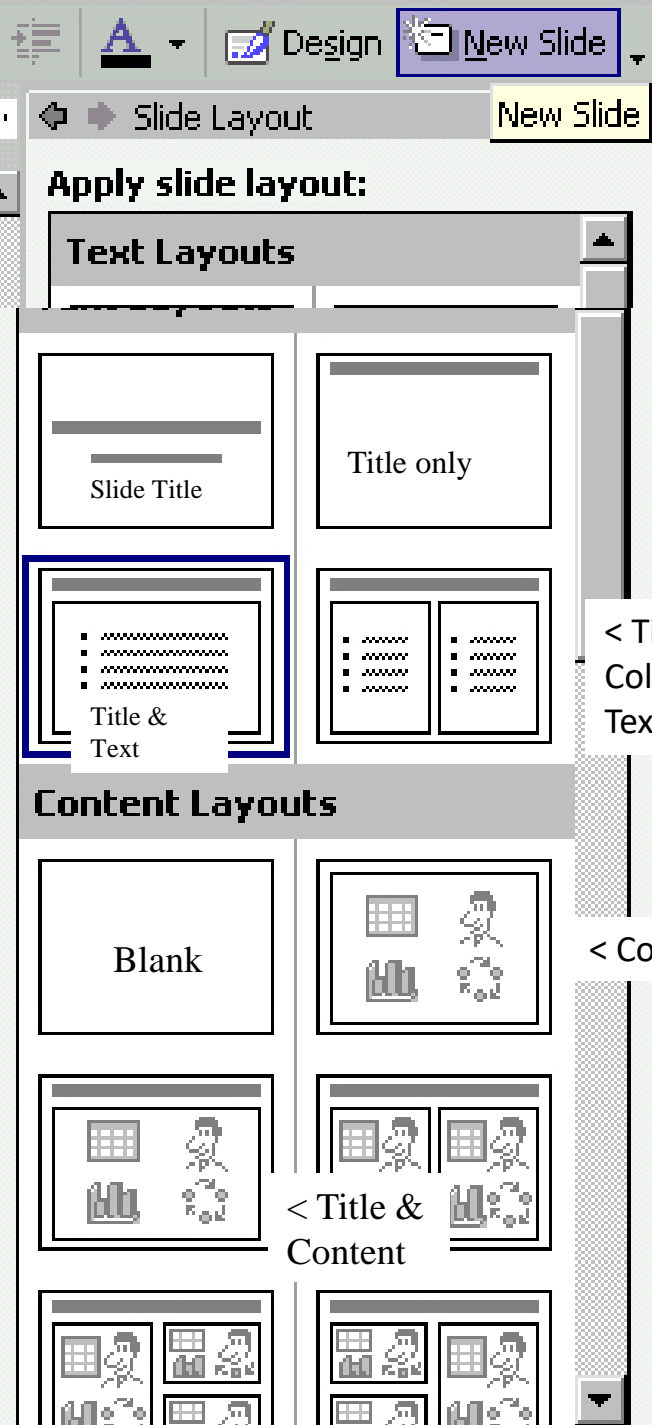
To insert a box for text (if not already on screen) grab a text box from the bottom of your screen and place where you want it on the page and resize it. With this program the text box's will grow as you type.

*experience*

**for Australian primary producers**

In Nuffield Farming Scholars' experience in all aspects of Australian production and management through international best practice and a unique network of industry





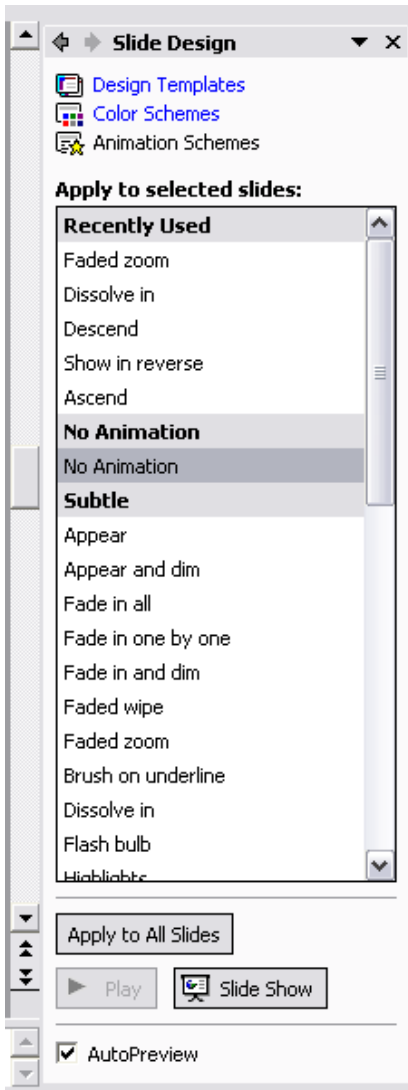
- There are many Slide layout (templates) to choose from
- To choose a new slide go to New Slide at the top of your screen and select which type you want
- Or go to Insert – New Slide

Using these buttons you can add tables/charts/pictures/clip art etc

You can find these through Insert – and select from the drop down screen



Click icon to add content

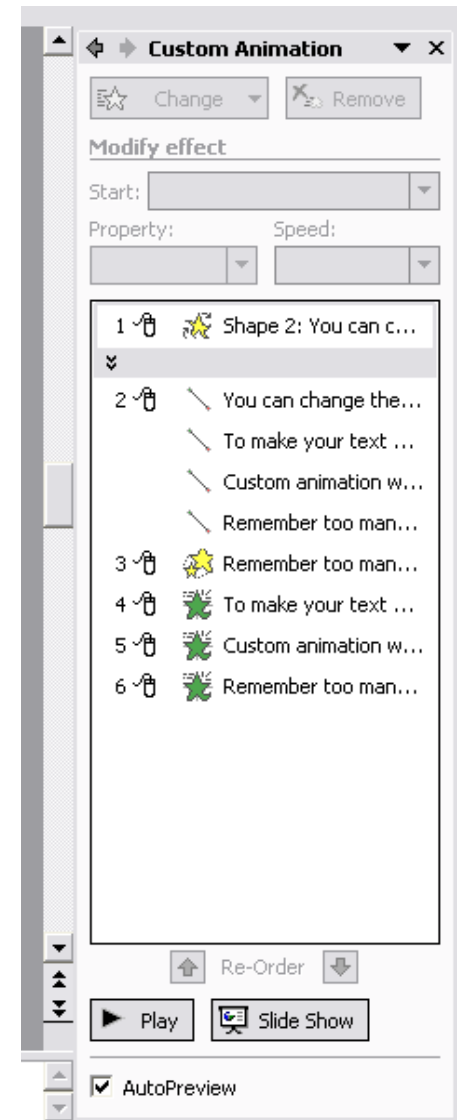


You can change the look of your slides using Slide Design – Found in - Format or Slide Show – Drop down menu

To make your text enter your screen, fade in, etc, use the Slide design - animation schemes

Custom animation will add effects as you select them

Remember too many effects are distracting



To view the slideshow press  
slideshow at the top of the page –  
View Show

- You can practice your presentation by using the Rehearse Timings – found in Slideshow
- Remember, practice, practice, practice
- Keep it simple



- Remember that technology can fail
- Make a back up of your files, carry it with you on a separate USB to your laptop
- Make slide print outs – either six to a page or full A4 copies.
- When designing your PP remember to remove the full colour backgrounds before printing out as it can be too dark to copy and if you need to printout a few copies it can be expensive

Use the HELP button if you get stuck  
(Some times it can help)

***Your PP presentation is required at least two weeks prior to the date of your presentation at the Nuffield National Conference. It must be submitted to: [nicola.raymond@nuffield.com.au](mailto:nicola.raymond@nuffield.com.au)***

Nuffield Australia  
**Phone: 02 9463 9229**

Further details on Nuffield may be downloaded from the Nuffield website: **[www.nuffield.com.au](http://www.nuffield.com.au)** under REPORTS

