Powerpoint

PowerPoint is the standard program for creating slides for presentations. It is accessible and known by most students as well as teacher. Powerpoint makes it easy to present quotes, text, images, tables, video and audio, and in addition the university of Aarhus offers templates for powerpoint so you don't have to focus on layout, but only on your content. In addition, a good powerpoint presentation can help your students to be pay attention, and benefit your presentation with visual aids and specific pointers.

This is how you get started:

1)

The University of Aarhus offers a template for teacher, who want to create a powerpoint presentation without thinking about the visual theme or layout. This allows you to focus solely on the content. If the templates are not already installed in power point, you can download them here:

https://medarbejdere.au.dk/administration/kommunikation/omdesign et/ design/office-skabeloner/

Click the link "Templafy" and use your au mail login. To download the template, press "Presentations" and choose PowerPoint template 16:9

There are Multiple Templates to choose between, to both Word documents, slide presentations and Images. To dowload a PowerPoint template press "Presentations" og choose PowerPoint template 16:9.


Click download.

http://educate.au.dk/it-i-undervisningen/
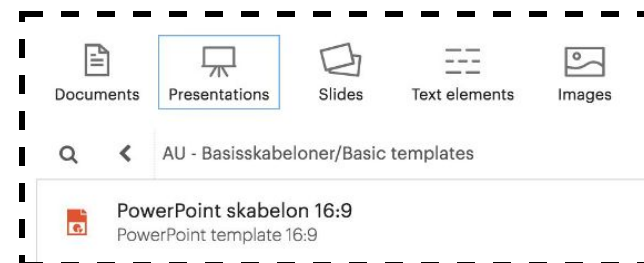
Powerpoint

The file is now in your downloads folder, and you can open it and start filling out the template.

2) If the template has not provided a sufficient number of slides, you can add more by clicking "New slide". Clicking on the icon will add a blank slide with the template look. To choose from multiple slides, click the arrow to see what options you have.
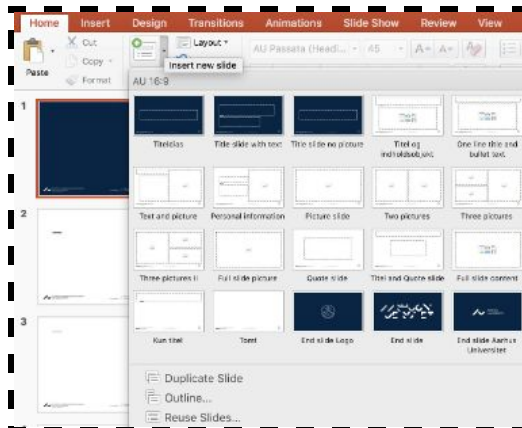
If there are too many slides, you can delete them again by right-clicking on the slide to delete and selecting "Delete slide".
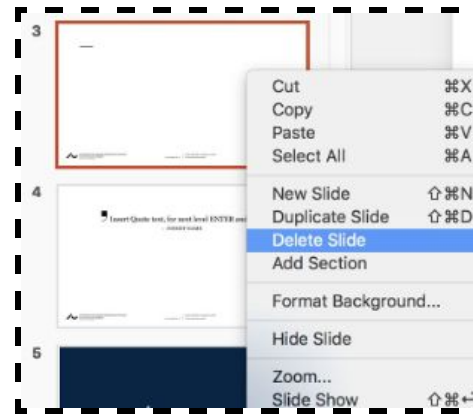
To change the order of your slides, you can click and drag a slide where you want it to be.

3) You can add as many slides as you want, but PowerPoint also gives you the option to add images, video, sound or tables. Do this by clicking on "insert"
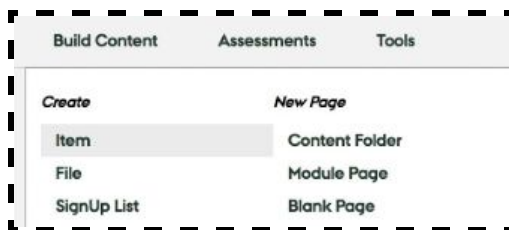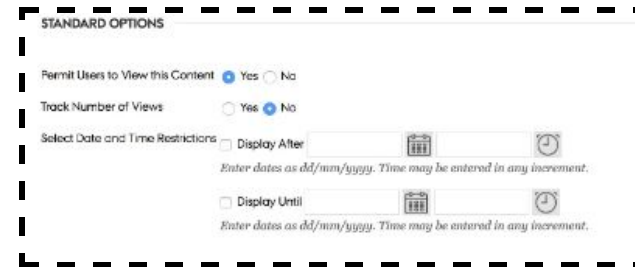
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You can insert tables direct from PowerPoint. You can insert images, sound and video from the files on your computer. You can easily play audio or video elements direct from PowerPoint during your presentation

4) When you have completed your PowerPoint presentation, you may want to share your slide show on Blackboard, so that it can be used as course material. Find the relevant course on Blackboard. Then choose the appropriate folder to put the PowerPoint presentation in and press "Build Content". Choose between "Item" Or "File".

Name the file and add a description. Search for the file on your computer and check to see if you need to change any of the settings (See Below). An important detail is to check the box"Yes", so that the students may access the powerpoint presentation.

Finally press "Submit". The students can now access the slide show.

5) If you want your students to create a PowerPoint presentation in connections with teaching, the University of Aarhus offers a free download of office 365 pack for a total of 5 devices to any current student. If they do not already have powerpoint on their computer, they can download it here:
http://studerende.au.dk/it-support/software/