



Downloading your files

- Download the long, medium or short presentation PowerPoint slides from the volunteer hub.
- Open the file in PowerPoint.

Adding a new slide to your presentation deck

Step one: Adding a new slide

- On the Home tab, click 'New slide'



- By clicking the arrow, you can select the layout you want for your new slide (e.g. a blank or title slide).
- A new slide will now appear along the left-hand side of your page, at the end of your presentation.

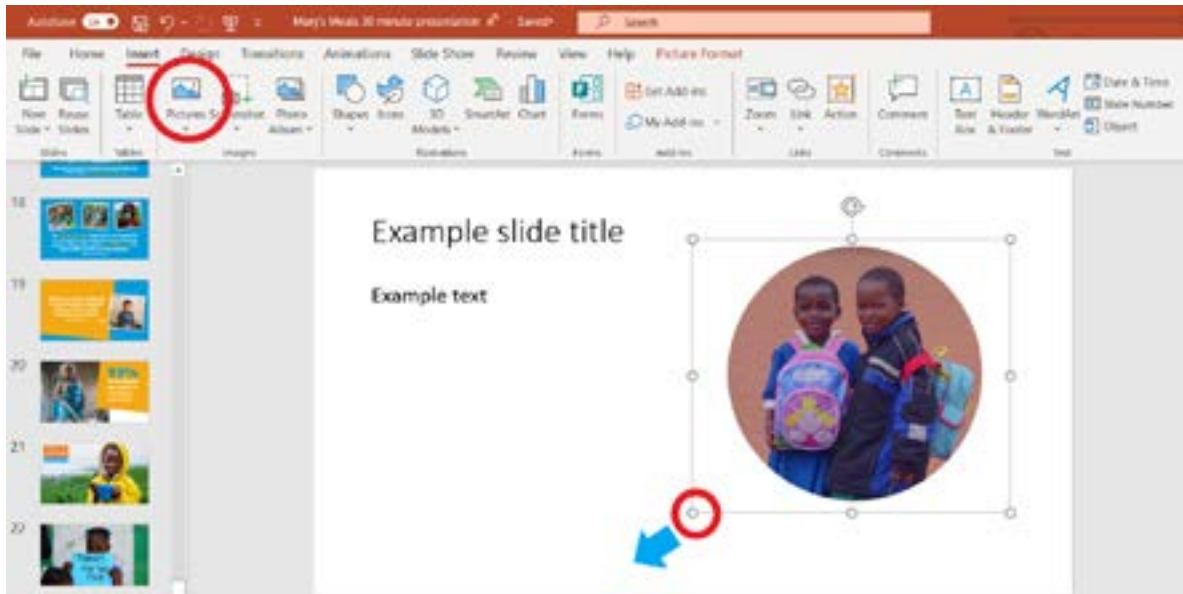


Step two: Moving your slide to another position within your presentation

- To move your slide, simply click on the slide on the left-hand side of the page and drag and drop the slide into your preferred position.

Step three: Editing your slide

- Click into the title and body text boxes to add text. Where possible, we ask that you use Arial or Campton font.
- To add a photograph, click Insert / Images / Pictures / This device and select a photograph to upload. You can then reposition and resize this by clicking on the image and dragging the corner markers.
- Top tip: Only resize from the corners to avoid stretching your image.



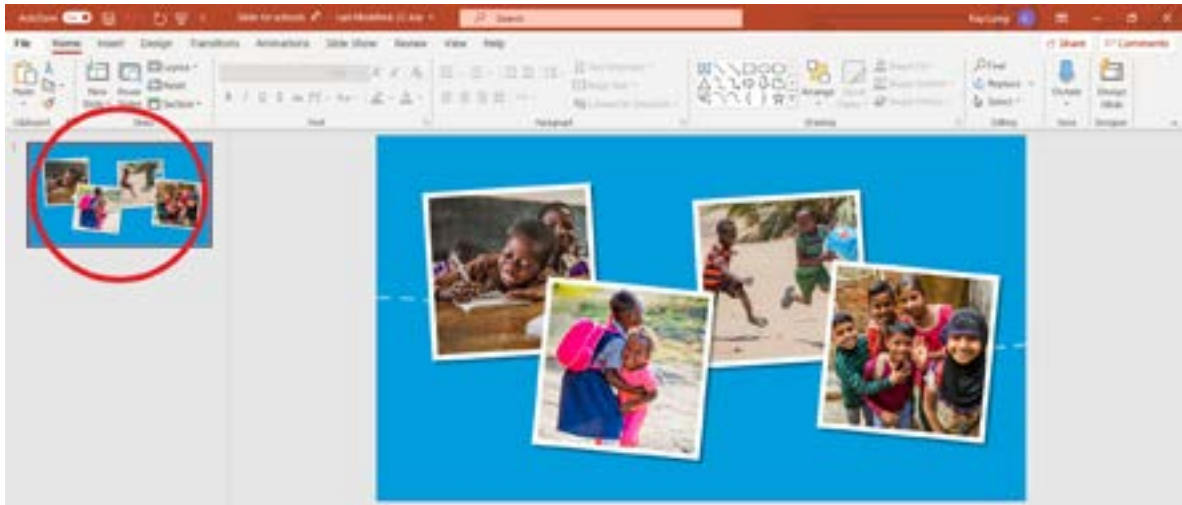
Adding a slide from another deck to your main presentation

Step one: Open the presentation

- Download the long, medium or short presentation from the volunteer hub.
- Download any additional slides that you require from the volunteer hub.
- In the volunteer hub, you will find a selection of additional slides to help you tailor your presentation to your audience. In this example we will add the schools' slide to the long presentation.

Step two: Adding the schools' slide to your main presentation

- Open the 'slide for schools'. On the left-hand side, you will see that there is one slide, click on this so that it has a thick red border. Right click on the slide and select 'Copy'.



- Open the full presentation. On the left-hand side, you will see that this contains lots of slides. Scroll to the bottom and click on the final slide.
- On the Home tab at the top, click on 'Paste'. The school slide will then appear at the end of your presentation.



- To move your slide, simply click on the slide and drag and drop the slide into your preferred position.
- Once you are happy with your presentation, click File / Save and save the file to your desktop or a USB stick to take with you to your talk.

Adding speaking notes to your slides

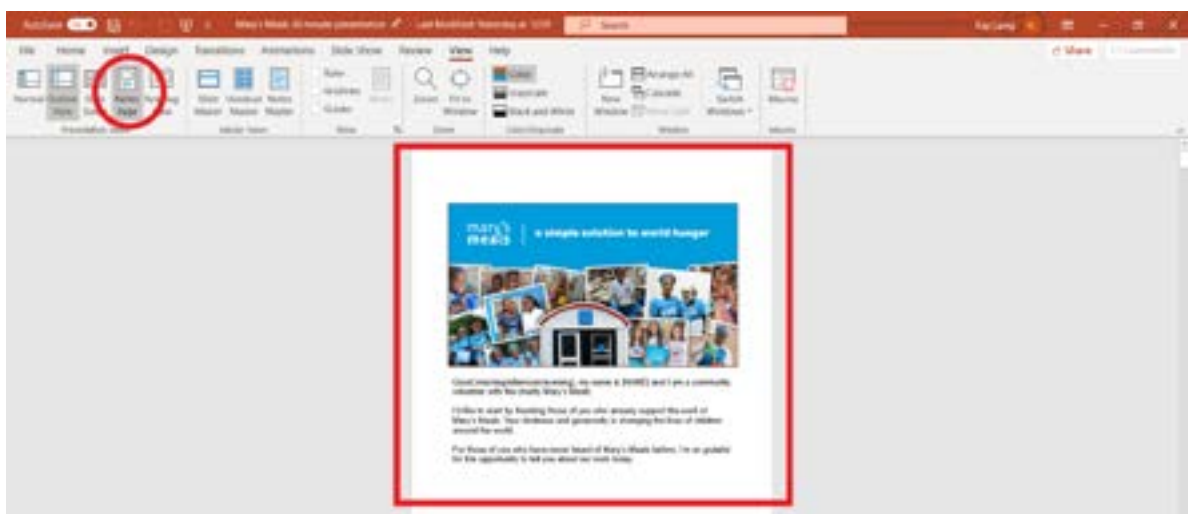
Each presentation slide contains notes for our speakers to follow during their talk. When turned on, the notes will appear below the current slide in normal and outline presentation views, and next to the current slide in presenter view.

Step one: Turning on speaker notes

- In the View tab, click 'Notes'.
- Top tip: If you would like to add anything to these notes, then you can do this by simply clicking into the notes and typing. Remember to save your changes.

Step two: Printing out your speaker notes

- To print out your speaker notes to have in front of you on the day, in the View tab, click 'Notes page'.



Deleting a slide from your presentation deck

- On the left-hand side of your screen, click on the slide you would like to remove and click 'Delete' on your keyboard.