

POWERPOINT PRESENTATIONS

Carpe Diem has created power point presentations specifically for each semester program that you can use to present your pitch to donors in an organized fashion. Enclosed in this presentation is an overview of who Carpe Diem Education is as an organization, the basic itinerary for your semester, a map showing your route, a list of community service projects you will be involved in, a place to enter your own goals for your semester, a semester breakdown of costs, a slideshow of pictures taken from previous semesters and a few suggestions for how your audience can participate in supporting your semester. This slideshow is also accompanied by music played by an artist native to the country or one of the countries you will be visiting.

Though we have made these presentations very comprehensive, make sure to review the materials before you present them to make sure you understand them and that the presentation works. You may want to add slides of your own to include more information. *Please feel free to modify the presentation any way you want!* This is YOUR presentation, so make it as such. If you do not already know how to use Power Point, now is a great time to learn, as any future education or job you have will likely require you to know how to make a Power Point presentation.

If you choose to use your semester's power point presentation, you must first make sure that you have Microsoft Office power point on your personal computer and on the computer that you will use on the day of your presentation. If you are presenting to a business or an organization, contact them a couple days in advance to make sure they have the technology, including audio, and resources for you to make this electronic presentation.

How do I enter information in the slides provided?

There is a slide provided for you to enter a few goals you have for being a participant of a Carpe Diem semester. This slide is recommended to be included in your presentation to get you thinking about what goals you actually do have for becoming a participant, but also to show donors that by supporting you to go on this program they are supporting your personal goals that can't be fulfilled elsewhere.

To enter these goals:

1. Look at the list of slides to the left of the display screen.
2. Click on the picture of the slide that says **"What do I hope to learn from this experience?"** The slide should now appear bigger in the main display box.
3. Put the curser on one of the boxes and click. You should now have a blinking line. You may now use the keyboard to type in your first goal. You will likely have to modify the size of the box, font size, etc. to appropriately fit your goal.
 - a. Hint: only type in the basics of your goal on the slide. You can elaborate to your donors without having written out everything you want to say about that goal.
4. Write at least three goals, but feel free to add more/modify the set up/etc.

You will also need to do some research about each specific organization that you will be volunteering with. We have prepared a slide with the name of the organization, their web site, and a picture to go along with it. Do some research about the organization and write the important information on the slide. Keep the highlights simple, knowing that you can always elaborate on them when you are explaining each specific organization. The more you know about the ACTUAL work you will be doing, the more your donors will feel like they are specifically supporting you, your trip, and your growth.

How do I add more slides?

Adding slides to a power point presentation is simple.

1. Look at the list of slides to the left of the display screen.
2. Click on the slide that will directly precede your new slide.
3. Bring your cursor to the top of your screen and click on the drop down menu entitled 'INSERT'
4. The first thing listed in that drop down menu should read 'NEW SLIDE'. Put your cursor directly over these words and click.
5. A new slide should appear in the sequence of slides on the left hand side of your display screen with the rest of the slides already provided.
6. To change the layout of this slide, look directly above the main display window where it says 'SLIDE LAYOUT'
7. Click on this button- you will now be provided with a list of potential setup styles for your new slide.
8. Once you see one that you like, click on it and your new slide style should be displayed in the main display window for you to begin.

How do I actually begin and navigate through the presentation?

1. Go to the left hand side of the display window and click on slide #1
2. Now go to the top of your screen with your cursor and go to the drop down menu entitled 'SLIDE SHOW'. Click on the menu
3. The first thing listed on this drop down menu is 'VIEW SLIDE SHOW'. Put your cursor over these words and click.
4. Your first slide should now take up your entire screen.
5. If at this point you do not hear music beginning to play, move your cursor to the little speaker icon located at the bottom left of your screen. Click on this icon once and in a matter of a few second you should begin to hear music.
6. In order to move forward through the presentation all you have to do is continue to click the cursor, or press the space bar on your keyboard.
7. If you need to move back to a previous slide press the right button on your cursor (or if using a Macintosh, hold down the 'CONTROL' button on your keyboard and click your cursor) and a drop down menu should appear. Three rows down on that menu should be the word 'PREVIOUS'- click on this word and you should now be looking at the slide directly preceding the one you were just on.
8. Once the photos start the slide show will begin automatically and you will not have to click through these photos for the slideshow to continue. Let the photos run until the slideshow stops on its own.

If you have any problems with the presentation, questions about its contents, or issues with the power point program, contact the Carpe Diem office for help and support. (503.285.1800)