

Introduction

M

Housekeeping...

Handouts

Go over the handouts.

Format of the Class

The format of the class will be: I will show you a final end product of the slide we will be creating. Then together, we will do the exercise step by step. As we go along, your slide on your computer should look similar to mine on the screen. Please ask questions or let me know if I am going too fast.

Why use PowerPoint?

Using PowerPoint in the courtroom can be an effective method to get your point across, particularly to a jury. A juror may remember your visual PowerPoint presentation long after the testimony and closing arguments have ended. PowerPoint can be used to emphasize important points, showcase exhibits, show relationships, and outline your case point by point.

Presentation Tips:

Keep your presentations:

- Simple
- Concise
- and Direct

Talk about 15 million dollar jury award.

What Not To Do In PowerPoint

- Too Busy
- Slide backgrounds and formatting don't match
- Distracting for those looking at the PowerPoint

Class Goals

Read off of slide.

Today... (show demo slides)

Today in this class, we will try to cover the most important types of slides used for litigation purposes:

- Black slide
- Bulleted lists
- Two Column bulleted list
- Document exhibits
- Photos, labeling
- Relationship chart

Advanced Slides

There are other types of slides that we will not have time to do today, but I wanted you to be aware of the different ways that PowerPoint can be used in the courtroom.

- Organizational charts
- Timeline
- Statistical charts
- Animated maps
- Audio and Video feeds

The slides we won't cover today are talked about in great detail in books we have available here at the library.

PowerPoint windows

As with other Windows or Microsoft products, there are usually several ways of doing the same thing (keyboard, toolbar menu, button, right mouse click,). To avoid confusion, I will try to show one, possibly two ways of doing something, if you are familiar with PowerPoint, and know of other ways to do something you are more comfortable with, please use it.

Before we get started, I want to give a brief review of the toolbars and window in PowerPoint.

Toolbars:

1. We have a number of toolbars up:
 - Menu Bar where you'll find FILE, EDIT, INSERT, etc.
 - Standard will look very much like the standard toolbar on all Microsoft applications. We would use this toolbar to save, open a new document, etc.
 - We'll use the formatting toolbar to change fonts and text sizes, very similar to what we would do in Microsoft Word.
 - The Picture Toolbar will be used to edit pictures. We'll be using it later on today.
 - The Drawing Toolbar is used to add shapes and lines. I used it to add these red ovals to this slide.
 - Ruler Bar will help when formatting pictures.
2. We can change the toolbars that we have showing by going to "View," then "Toolbars." Do that now and make sure you have checks by "Standard," "Formatting," "Drawing," "Picture," and "Task Pane."

Slide Design Hints

Read slide.

- Screen Designs –ARTIST Panes –
- Visualize the screens as if you were an artist i.e. Leonardo DaVinci.
- You need a canvas, paint, brushes, and description of your work i.e. "Mona Lisa" in creating a masterpiece.

Slide Panes:

This should be what your screen look like now.

- The Slide Pane in the middle is like our “canvas”. This is where we’ll edit individual slides.
- The Task Pane on the right is like our “Paint”- This is going to offer different tools for editing our slides. Right now it’s on slide layout. Later we’ll use the custom animation option as well.
- The Slide Tabs Pane on the left is like our “Brushes” Here we’ll find a miniature version of each slide we’ve created. Later we’ll see how to use tools in this pane to arrange our slides.
- The Notes Pane is where we can put “The Description” of our work.
We won’t be using the Notes Pane today, but it’s a handy spot to put notes for yourself that viewers of your presentation will not be able to see. After you’ve completed a presentation, you can print out your presentation and work from the notes while you show the presentation.

Black Slide

The first slide we are going to look at and create is a ‘Black Slide’.

- A black slide is important to your presentation because when you are using your computer in the courtroom, you want it to wait silently, with nothing visible on the screen, until you are ready to go. At that instant, you want the slide show to come alive with the first slide without any distraction between the point you are making orally and the point you want to make visually.
- You also don’t want your opponent in the courtroom to know what you’ll be presenting until you are ready for him to know.
- The black slide shows nothing on the screen except a small colored circle that you have put in the lower right hand corner. The purpose of the circle is that as long as you can see the little circle on the screen you know the computer is operating correctly and ready to go.
- You can also use black slides at various points in the middle of your slide show. A black slide effectively “blanks” the screen. When the screen is dark, the attention is focused on the trial lawyer.

Let's look at a sample black slide then create one for ourselves.

(Show Sample)

- Select Slide Layout
- Select Blank Slide
- RIGHT CLICK- Background-Black
- Autosshapes- Place a small gray oval in the right hand corner.
- Save to "My Documents"

Congratulations, you just created your first PowerPoint slide. The next slide we are going to make is a 'Bulleted List'. Let's look at an example.

- **Show example of Bulleted List**

Bulleted List

A bulleted list slide, is often used in opening statements closing arguments, and sometimes for the examination of witnesses.

- Insert New Slide- choose Bullet slide
- RIGHT CLICK- Background color. Choose any color. (more colors)

Point out the active text boxes.

- Type a title in the top text box. "The Meeting"
- In the next text box, type bullets from the slide in handout.
- Show how to Edit words
- Highlight words
- Change font and font size
- Increase indent to make subordinate points.

Two-Column Bulleted List

- Insert New Slide- choose Two Column Bullet slide
- RIGHT CLICK- Background color. Choose any color.
-

Borders around both boxes:

- RIGHT CLICK on the borders-FORMAT PLACEHOLDER. Select a Line Color, Increase line width.
- Activate top box, RIGHT CLICK on the border-FORMAT PLACEHOLDER fill with any color
- Activate bottom left side box, RIGHT CLICK on the border-FORMAT PLACEHOLDER fill with any color.
- Activate bottom right side box, RIGHT CLICK on the border-FORMAT PLACEHOLDER fill with any color

Duplicate Slide

Okay, now we are going to create a duplicate slide and then change the information. It is an easy way to keep the same color scheme, and size proportions, but still be able to customize each slide.

- Insert Duplicate Slide.
- Change the information.
 - Add PROS & CONS to title
 - Left column: Change to Pro, add bullet
 - Right column: Change to Con, add bullet

Add animation. Go to Custom Animation or right click to choose Custom Animation. Add effect.

- Entrance, wipe right on second text box
 - Point out difference between start on click and on previous. Until you are really comfortable with animation, I suggest using "On Click".
- Animate some text.
 - Point out that both text and the box itself can be animated.

View Show from bottom of screen.

Save

We all should have 4 slides in our presentation.

Text Document, Exhibit Label, & Grouping

PowerPoint slides can display a normal sized printed or typed document on the screen. But when the whole document is displayed there is a lot of material for jurors to read.

We can also use animation on the text documents to make our treatments more effective.

Show Samples

We can:

- label the paper as an Exhibit
- circle important words or phrases
- draw lines to connect important points
- and call out text.

Let's Get Started.

- Insert New Slide- Blank Slide option.
- Apply a Background color

Explain that PowerPoint treats documents just like pictures. You can also import PDF documents by "INSERTING OBJECT" and we can talk more about that at the end if we have time.

- Insert Picture- (mountains icon)- Letter
- Resize Letter to fit your slide
- Center Letter on the slide
- Insert Text Box in the Upper Right Hand Corner
- Type "Exhibit A"
- Fill box with Blue
- Highlight Text, Change Font bigger, Change color to White

Use Autoshape- (Blue lines, no Fill, Add thickness)

- to draw a Rectangle around the date in the letter.
- to draw an oval around "I write to confirm our understanding"
- to draw a line between the oval and rectangle.

Increase the Zoom if you want more accuracy

Group the Oval, Rectangle, and Line

Hold the Shift Key down while you select each piece. Release shift key after all are selected, Right Click on one of the lines, and select Group.

Once the three items are a "Group", select the group to animate it.

- Animate group- Entrance Wipe, Top to Bottom, Fast

Direct Callout

After Grouping, this is probably going to be the next most challenging thing we do today.

- Insert Duplicate slide
- Delete the Contents , until we have just the letter. (We could have re-inserted the letter, but sometimes it is easier to duplicate and delete)
- Insert a rectangle around the paragraph "If I don't hear from you".
- Make sure there is No Fill, and color the line blue.

Copy the Letter and Paste it onto the same slide. You should now have two letters on one slide. (one with border one without)

- Crop the inserted letter down, to the paragraph "if I do not hear from you".
- Resize portion of the paragraph to make the text larger, using the "handles".
- Using the paintbrush at the bottom, Add a Line (border) around the section, and color it blue.

Using the Autoshape line, add a line connecting the paragraph in the letter to the callout section.

Group

- Group the border, the line and the callout together by holding shift key down while selecting the, border, line and then the callout.
- Once they are highlighted, Right Click, and select "Group"
- Once they are grouped, we can animate.

Animate

- From the task bar on the right hand side, choose Custom Animation.
- Animate group- Add effect. Entrance Wipe, Top to Bottom, Fast

View Show.

Save

Take A Break (?)

Labeled Photo Slide

(Show Sample) 2 slides

The next type of slide we are going to make is a "Photo Slide".

PowerPoint is an excellent way to enlarge photos. By putting a photo on a slide you can create an image as large as the screen on which to project it.

You can also put photos side by side with another or several photos on one slide. Sometimes it is useful to label photos and the slides themselves.

- Insert New Slide
- Slide Layout- Title Slide only
- Insert Picture (Mountains Icon on the Drawing Toolbar)
- Resize Photo
- Crop and then resize photo- Isolate one Person

Explain the difference between resizing from the corners and the sides (stretching effect)

- Show ruler bars for help in centering the photo (View Ruler)
- Talk about moving using the arrows for more specific movements.
- Add a background color. Format-background
- Give the photo a title- Expert Witness, Guilty!
- Insert Text Box inside the photo. (Drawing Toolbar)
- Change color of font inside the photo
- Animate the text box- Entrance, Blinds, Medium

View Show!

Save

Relationship Chart

Show Demo Slide.

The next kind of slide we are going to work is the Relationship Chart.

The one we are going to do today shows the relationship between key facts and the conclusion.

- Insert New Slide
- Format background color, same as previous.

Construct an arrow, resize, type in text.

- Using AutoShapes, Select Block Arrows
- Choose "Down Arrow Callout"
- You will get the crosshairs pointer. Hold down the mouse while drawing the arrow, release mouse when the arrow is finished.
- Resize the arrow, make sure there is a light colored fill and black line.
- When you get the arrow you want, copy and paste it, until you have 3 arrows.
- Draw a Rectangle, that we will use for our conclusion.

Using "Steps on how you got here today" . Add text to each of the arrows, that lead your conclusion, of being in the class today.

My examples:

1. Got in my car and drove to work.
2. Made coffee and set up the Training Center.
3. Printed handouts for the class.
4. Teaching the Class!

Animate

- Select the first arrow. Custom animation, Add effect, Entrance, Checkerboard, Fast.
- Select the second arrow. Custom animation, Add effect, Entrance, Checkerboard, Fast.
- Select the third arrow. Custom animation, Add effect, Entrance, Checkerboard, Fast.
- Select the Rectangle, Custom Animation, Add effect, Entrance, Fly In, From Bottom, Very Fast

View Show. /Save

If time allows:

Insert PDF document, by going to Insert Object- Browse to file:
Training for Legal Professionals PDF

That's all the slides we are going to make today, let's talk a little bit about the Slide Sorter.

Slide Sorter View

- View, Slide Sorter.
- Explain this is the ideal place to arrange order of slides, delete slides, paste a slide from another presentation, etc.

Select All Slides, by going to Edit, Select all—add a transition—fade smoothly.

Save

Final View – Slide Show

Everyone let's take a look at our final presentation.

- Go to View
- Slide Show
- Hit Enter or mouse click through the presentation.

Microsoft Online:

Microsoft has Upgraded their Online Resources page. It is more difficult to find what you are looking for. Read the tabs as you can receive FREE Templates not provided with your original copy of Microsoft Office.

Slide Design Templates

Timelines

Visio Maps

Storyboard Templates

Show Examples of each

Microsoft Office Work Essentials- Legal essentials

If there is still time:

- **Talk about the highlighter and pen features that are available during a Presentation.**

That's it, thank you for coming. Those of you who need validation for parking I have it for you here.

Please fill out your evaluations.