Top 5 PowerPoint Secrets for Educators

Mike Parkinson

Microsoft PowerPoint MVP, APMP CPP Fellow

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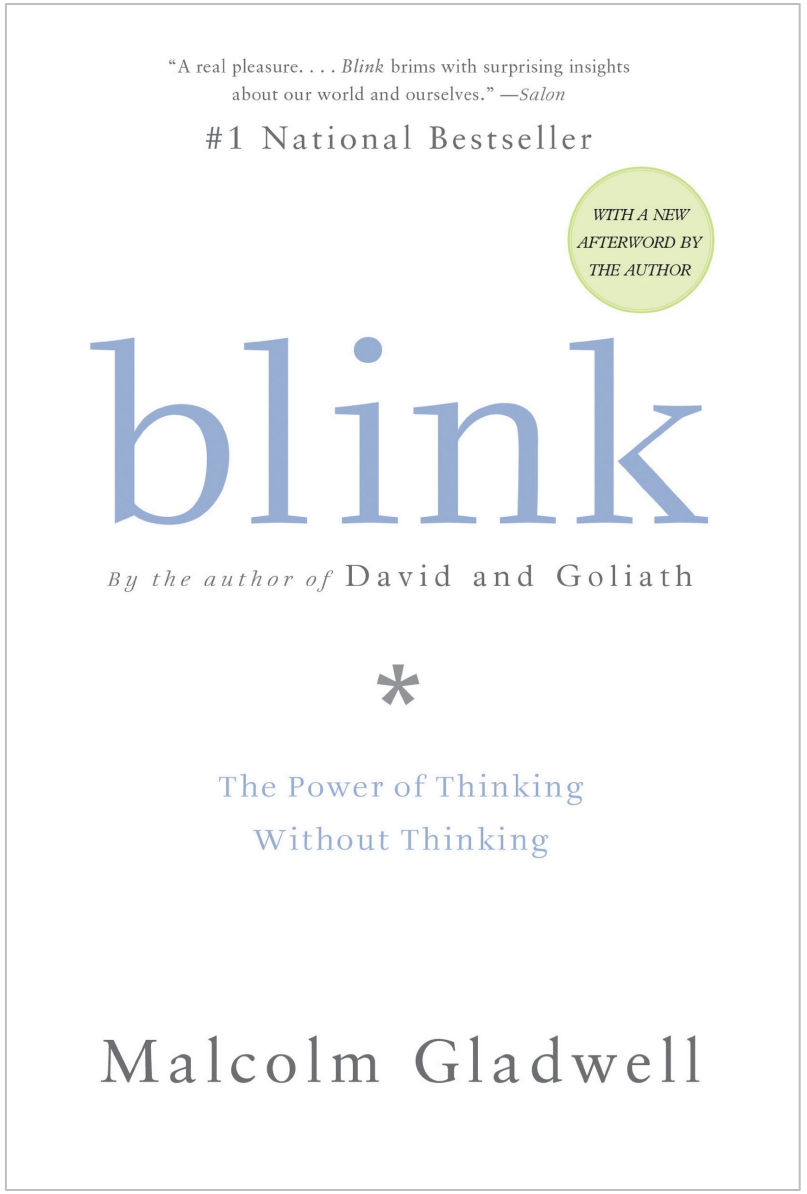

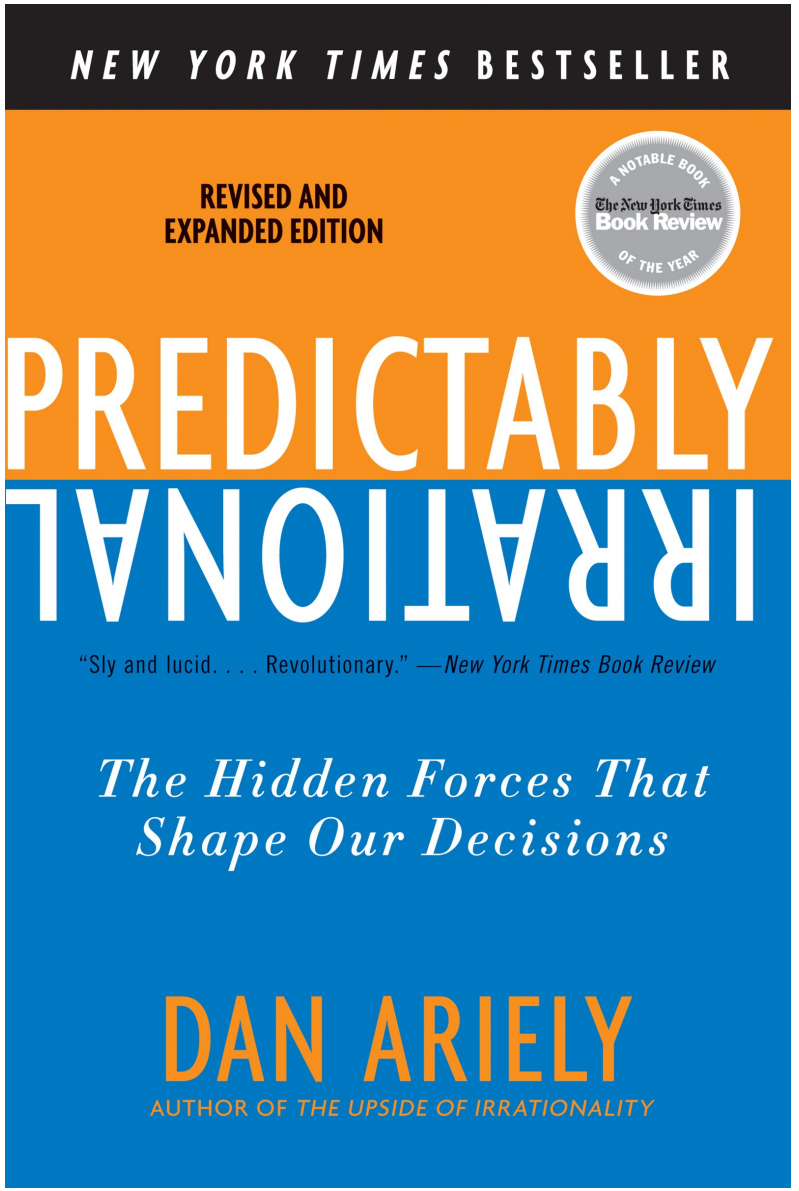

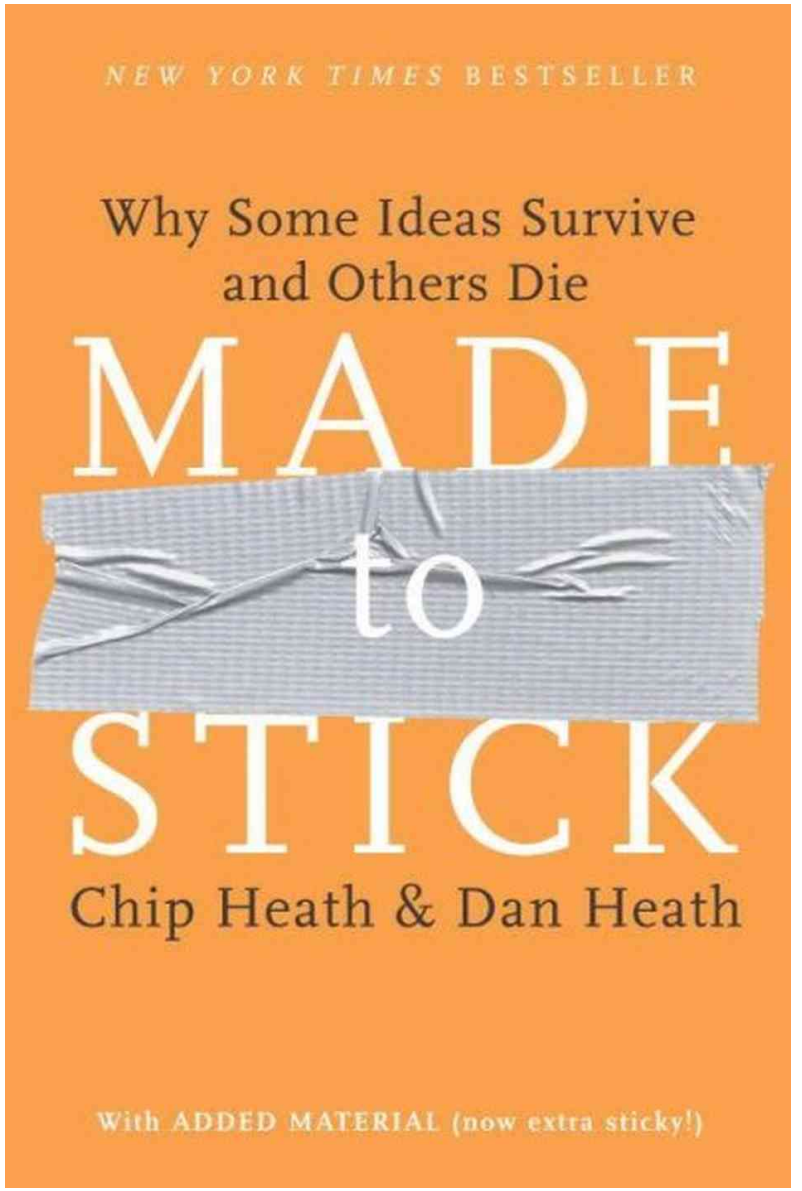

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#1

GIVE THE “SO THAT…”

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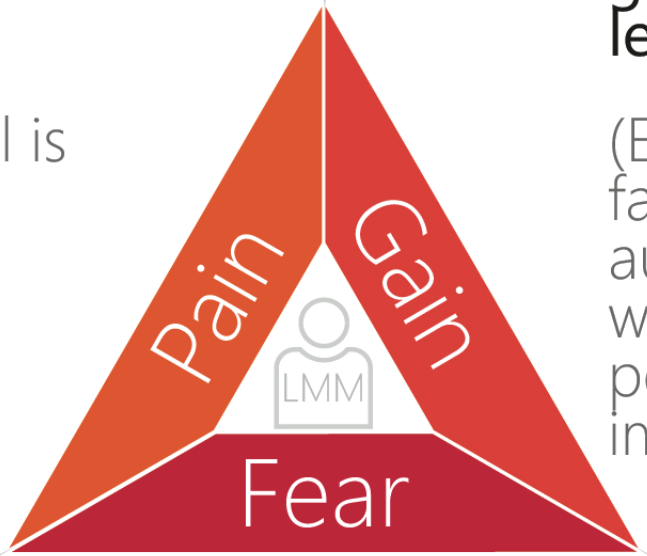
What pain does the audience experience as a result of **not** learning?

(Example: The current tool is slow and frustrating.)



What does the audience gain as a result of learning?

(Example: The new tool is faster, easier and helps the audience do a better job, which may positively impact performance and may improve their compensation.)

What does the audience fear will happen as a result of **not** learning?

(Example: The inefficiency of the current tool may result in disciplinary action and negatively impact their compensation and career.)

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#2

START WITH THE END & END WITH THE START

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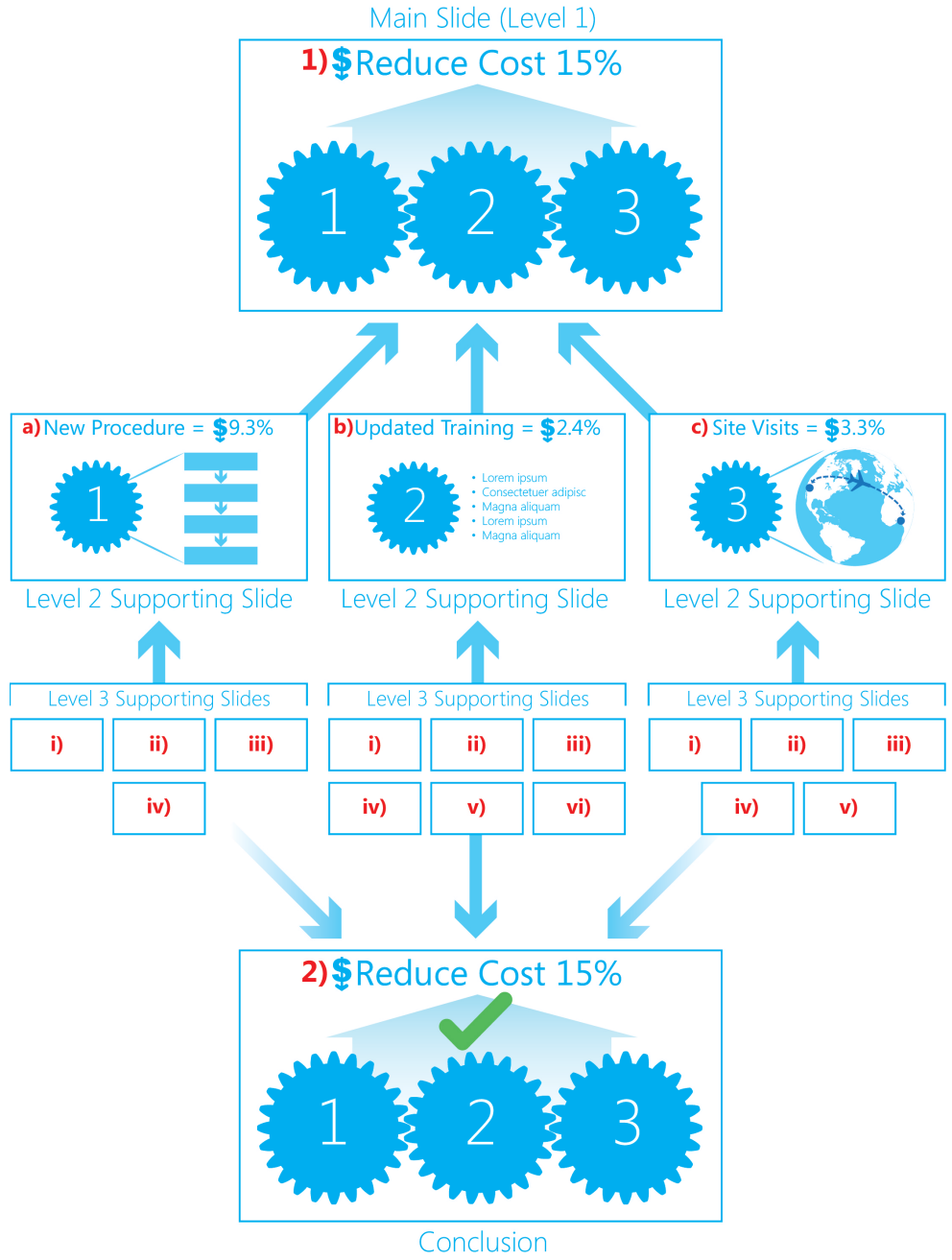
1) **Reduce cost 15% with three changes**
   a) Change 1: New Procedure Reduces Cost by 9.3%
      i) Reduce extra work by confirming data is accurate
      ii) Eliminate 2 day's work by automating renewal process
      iii) Avoid collections by automatically sends out notice
      iv) Ensure documents received on time with system confirmations
   b) Change 2: Update Training Reduces Cost by 2.4%
      i) Save $42,000 annually with online training
      ii) Increased attendee numbers because geography not an issue
      iii) Faster adoption (less training) because more applicable
      iv) Tests validate understanding
      v) Recollection improved through homework
      vi) Recall improved with QRGs (Quick Reference Guides)
   c) Change 3: Site Visits Reduces Cost by 3.3%
      i) Lower the likelihood of production errors with onsite inspections
      ii) Travel cost is low and ROI is high
      iii) Relationships build trust
      iv) Compliance increases with visit frequency
      v) Less machine outages because of more visible inspections
2) **Summary: Validated that cost reduced by 15% with three steps**



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#3

USE (THE RIGHT) VISUALS

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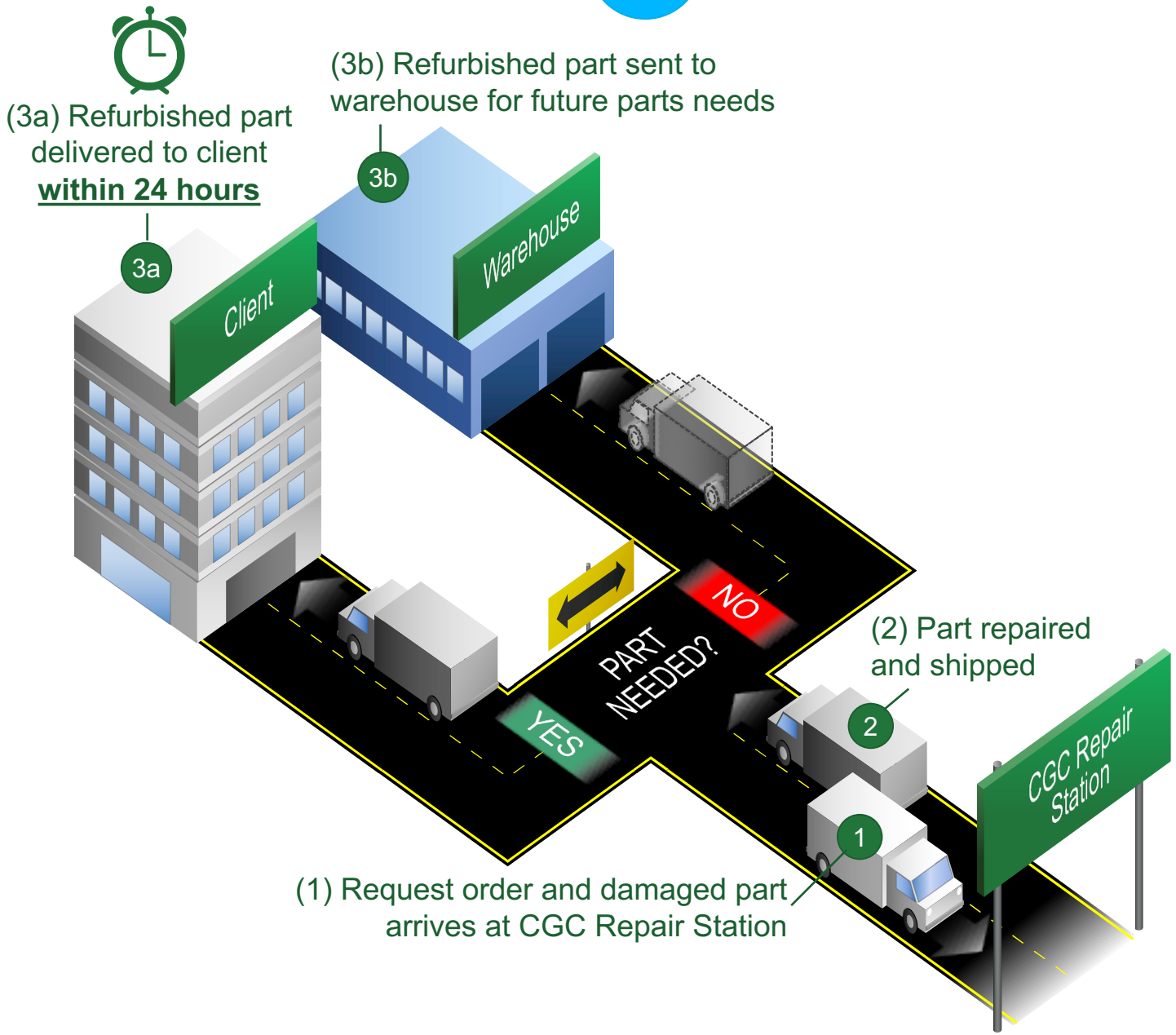
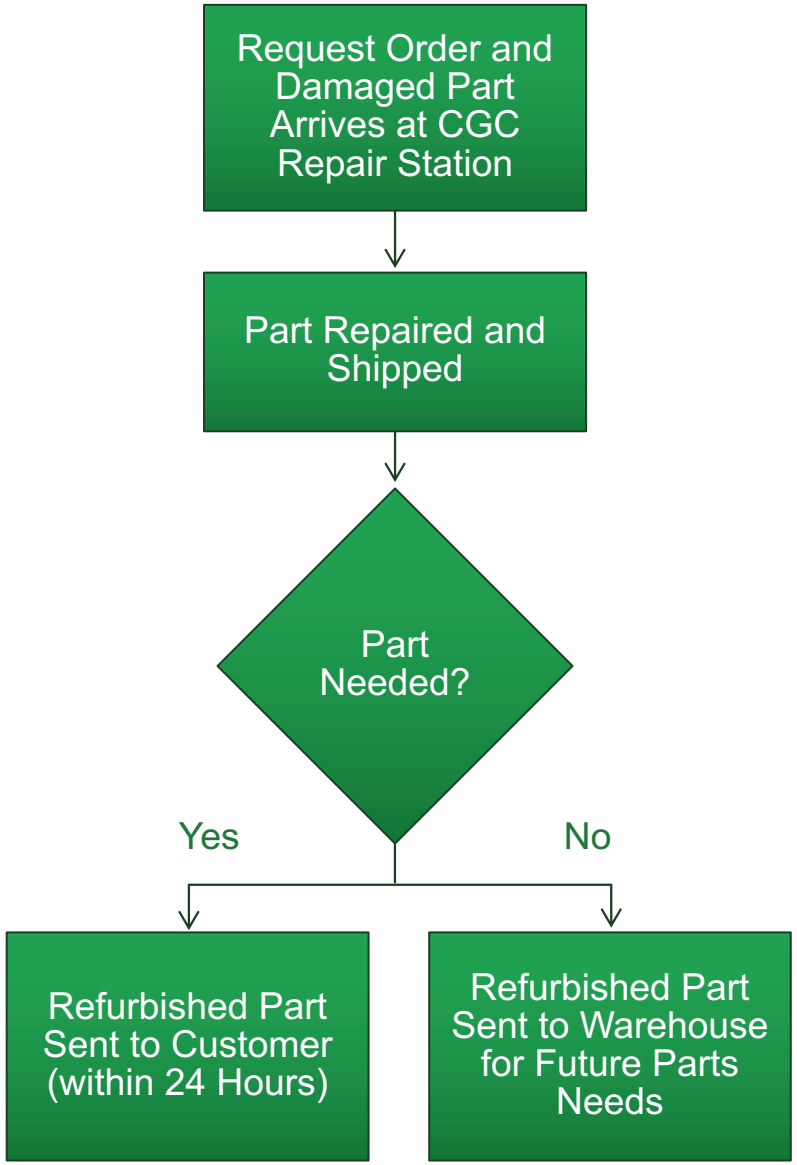
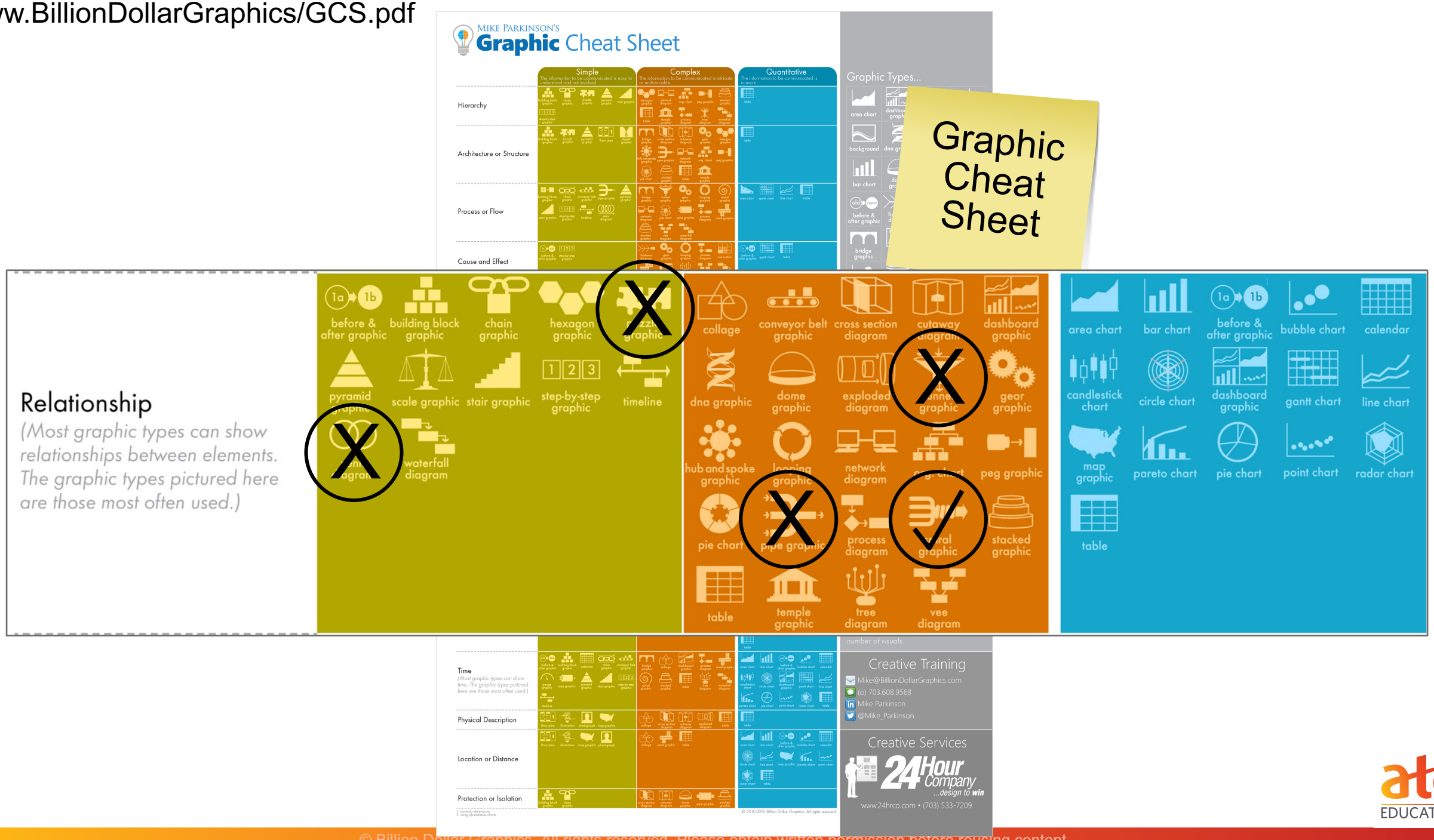
A


(3a) Refurbished part delivered to client within 24 hours
(3b) Refurbished part sent to warehouse for future parts needs
3a
3b
Client
Warehouse
NO
PART NEEDED?
YES
(2) Part repaired and shipped
2
1
CGC Repair Station
(1) Request order and damaged part arrives at CGC Repair Station

B


Request Order and Damaged Part Arrives at CGC Repair Station
Part Repaired and Shipped
Part Needed?
Yes
No
Refurbished Part Sent to Customer (within 24 Hours)
Refurbished Part Sent to Warehouse for Future Parts Needs

www.BillionDollarGraphics/GCS.pdf



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Mike Parkinson's

Billion Dollar Graphics

100's of graphic examples

1. **Center Gear:** Your description here. Your content in this area, if needed. Fewer words is better.
2. **Gear A:** Your description here. Your content in this area, if needed. Fewer words is better.
3. **Gear B:** Your description here. Your content in this area, if needed. Fewer words is better.
4. **Gear C:** Your description here. Your content in this area, if needed. Fewer words is better.
5. **Gear D:** Your description here. Your content in this area, if needed. Fewer words is better.
6. **Carriage:** Your description here. Your content in this area, if needed. Fewer words is better.
7. **Ring:** Your description here. Your content in this area, if needed. Fewer words is better.

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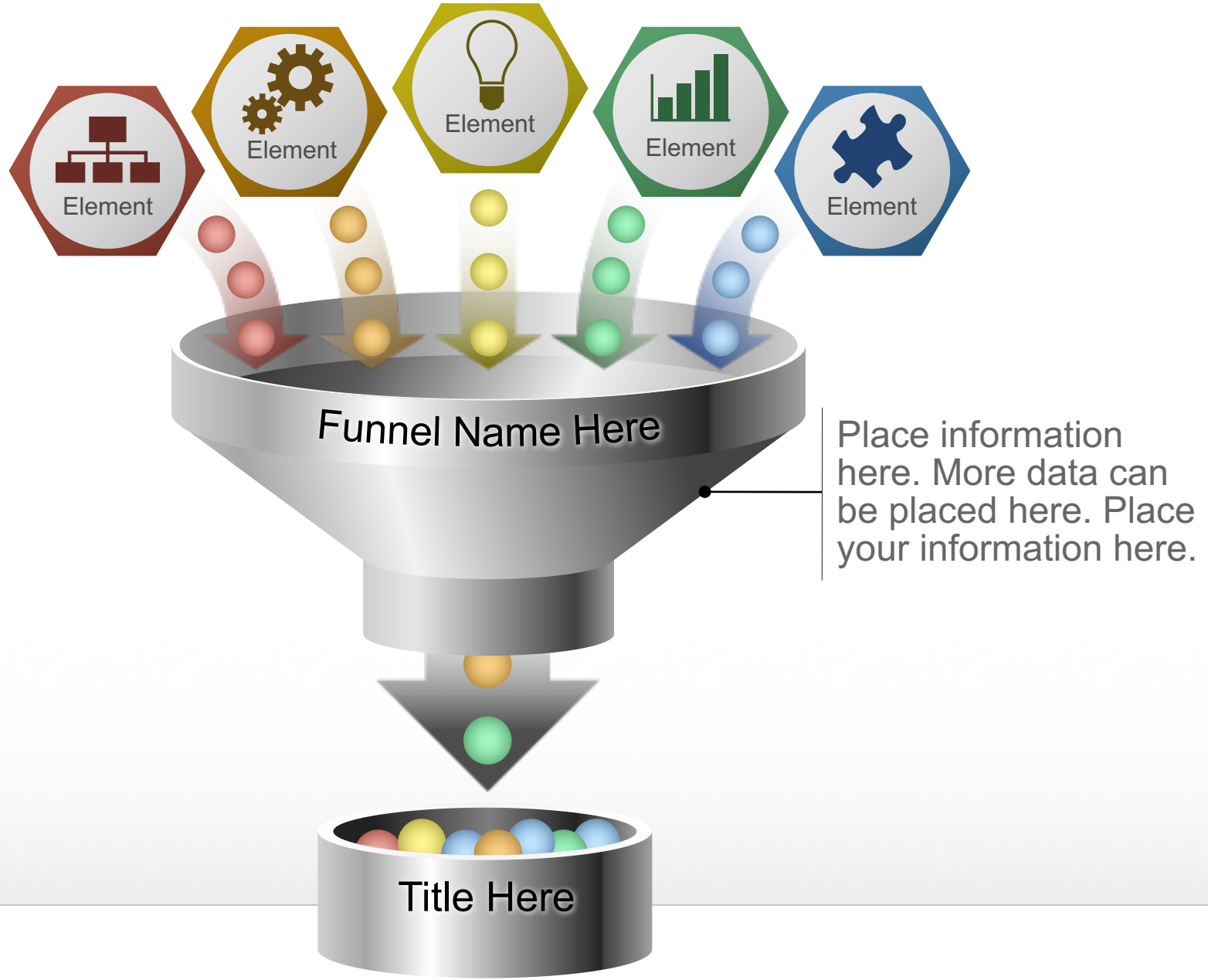

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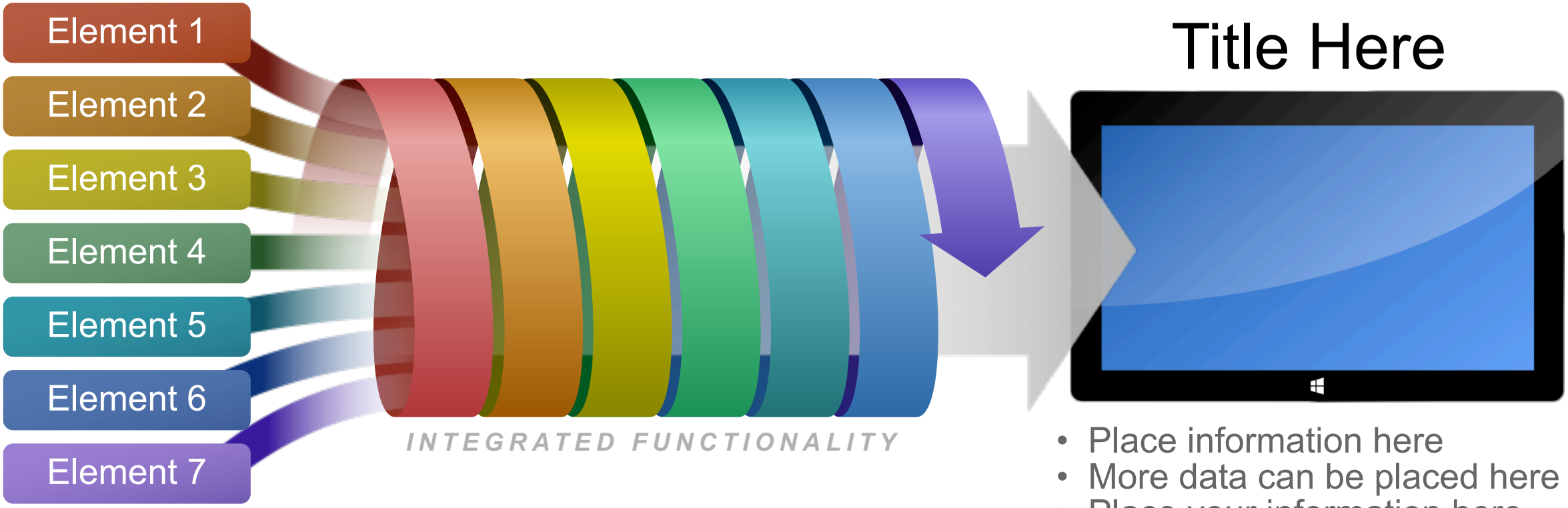
Title Here



- Place information here
- More data can be placed here
- Place your information here

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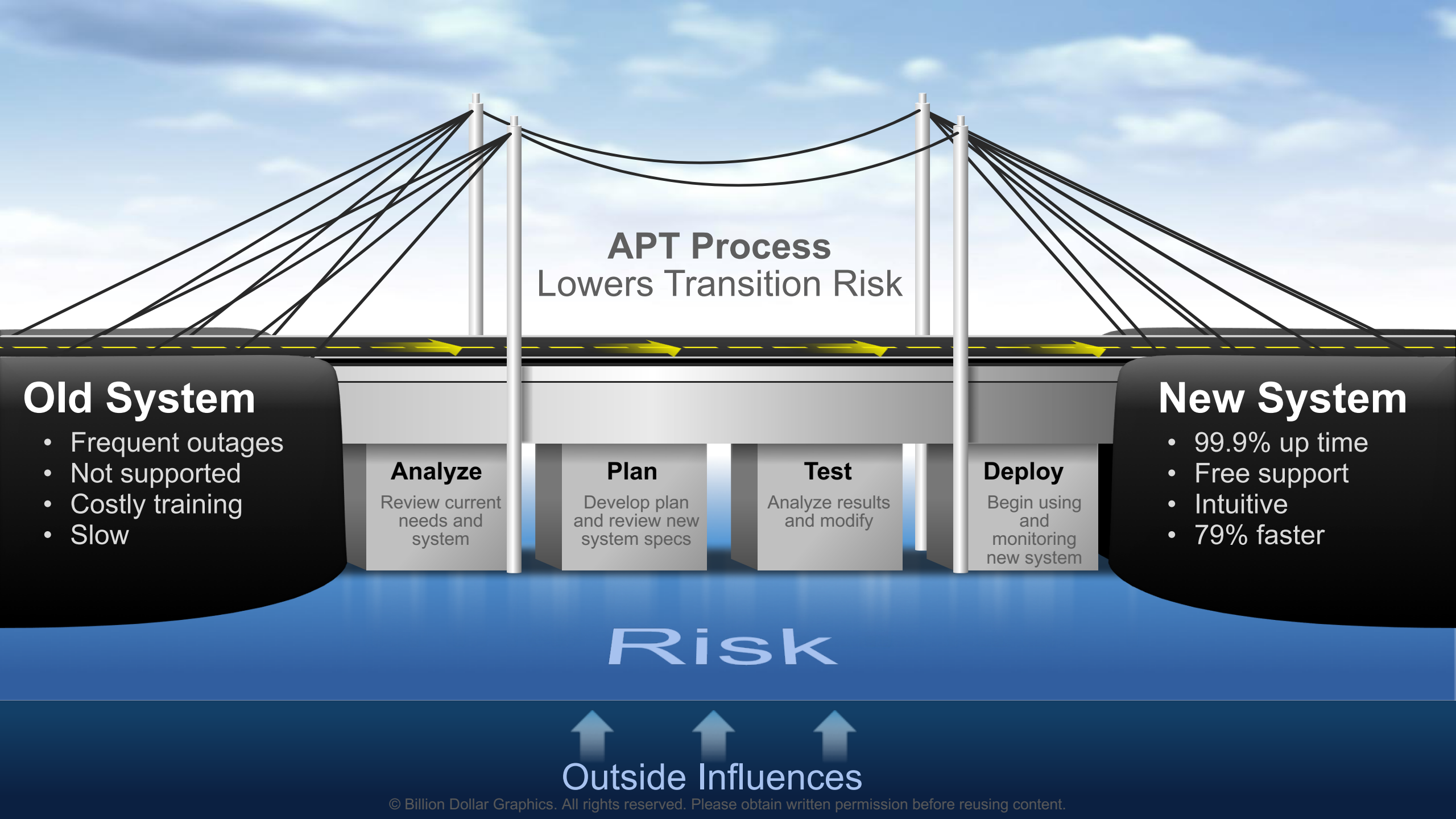

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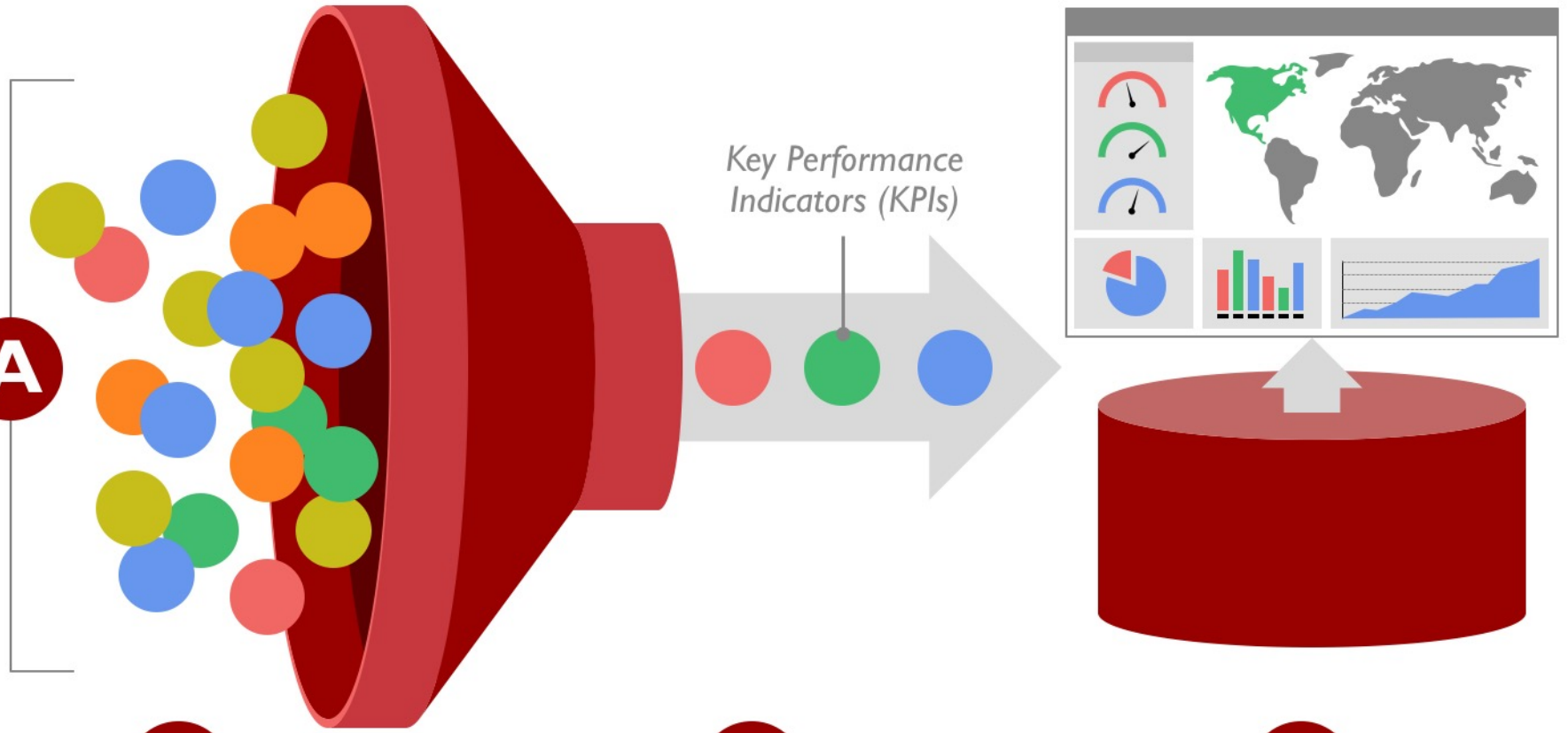
At project start, use problem and gap analysis to identify KPIs. (**Critical** to the success of a dashboard.)

A



1

Collect relevant data using version control protocols to ensure information accuracy.

2

Using algorithms, automatically analyze and filter information to partition KPIs.

3

Store data in a secure repository and serve the dashboard for real-time actionable **intelligence at a glance.**

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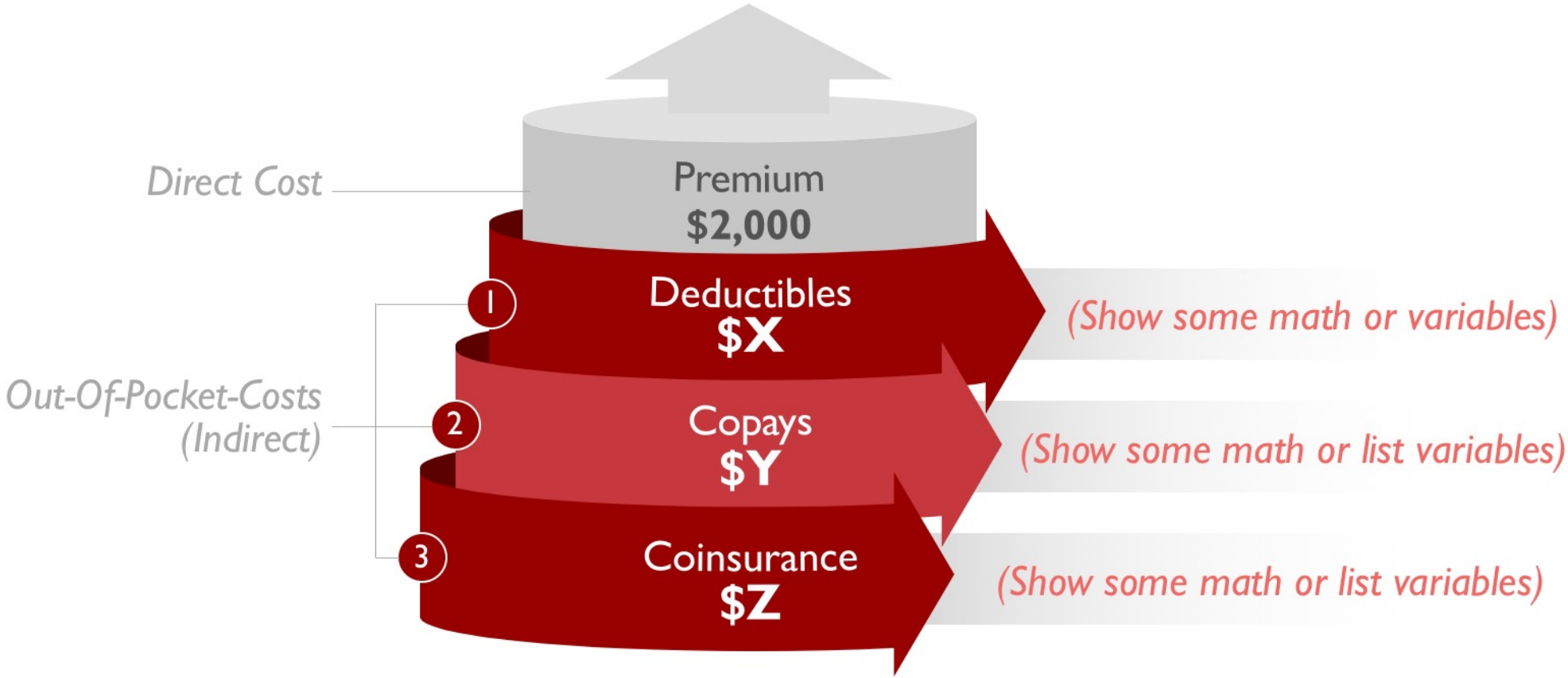
TOTAL TRUE COST

(up to 20,000 plan variants x 36^{8} family combinations = 5.64×10^{16} possibilities)



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5

Presentation
Silver Bullets

Mike Parkinson
Billion Dollar Graphics

Mike Parkinson's
Billion Dollar Graphics

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Design: DP – Text (B)

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#4

DIY GRAPHICS

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1. **Center Gear:** Your description here. Your content in this area, if needed. Fewer words is better.
2. **Gear A:** Your description here. Your content in this area, if needed. Fewer words is better.
3. **Gear B:** Your description here. Your content in this area, if needed. Fewer words is better.
4. **Gear C:** Your description here. Your content in this area, if needed. Fewer words is better.
5. **Gear D:** Your description here. Your content in this area, if needed. Fewer words is better.
6. **Carriage:** Your description here. Your content in this area, if needed. Fewer words is better.
7. **Ring:** Your description here. Your content in this area, if needed. Fewer words is better.

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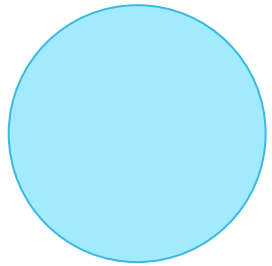
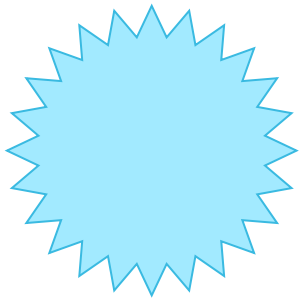
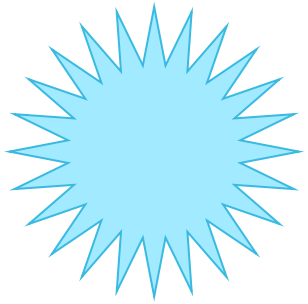
1. Make a circle.



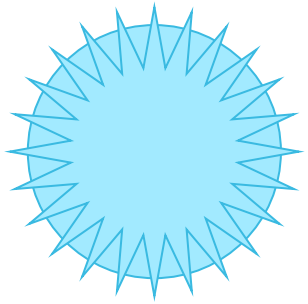
2. Make a 24-Point Star (or another Star).



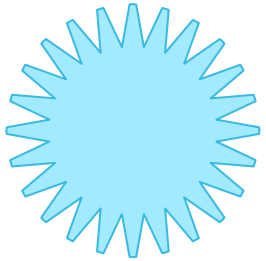
3. Increase the length of the star's points by selecting and moving the associated node.



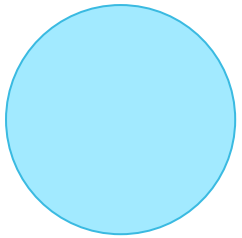
4. Select and center the circle and the star.



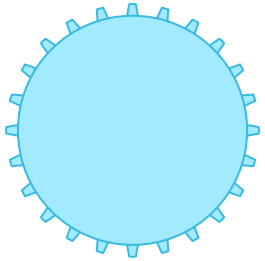
5. Select Merge Shape (or Combine Shape) and choose Intersect.



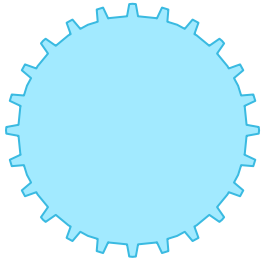
6. Draw a smaller circle. (This will be the body of your gear.)



7. Select and center the circle and the star.

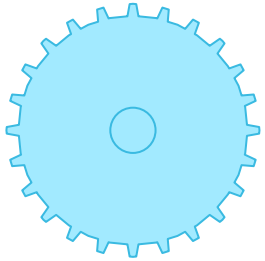


8. Select Merge Shape (or Combine Shape) and choose Union.

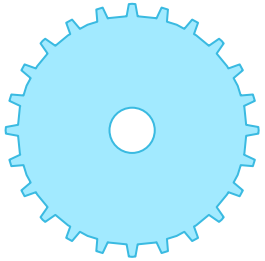


9. Draw a smaller circle. (This will be the center of your gear.)

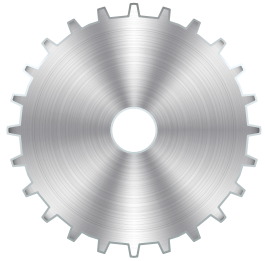
10. Select and center the central circle and the gear. Deselect all.



11. Select the gear shape first and then the center circle. Select Merge Shape and choose Subtract. (The order of selection changes the outcome.)



12. If wanted, choose Shape Fill / Picture or Texture Fill and select a metal texture. (Augment with a Gradient Outline.)



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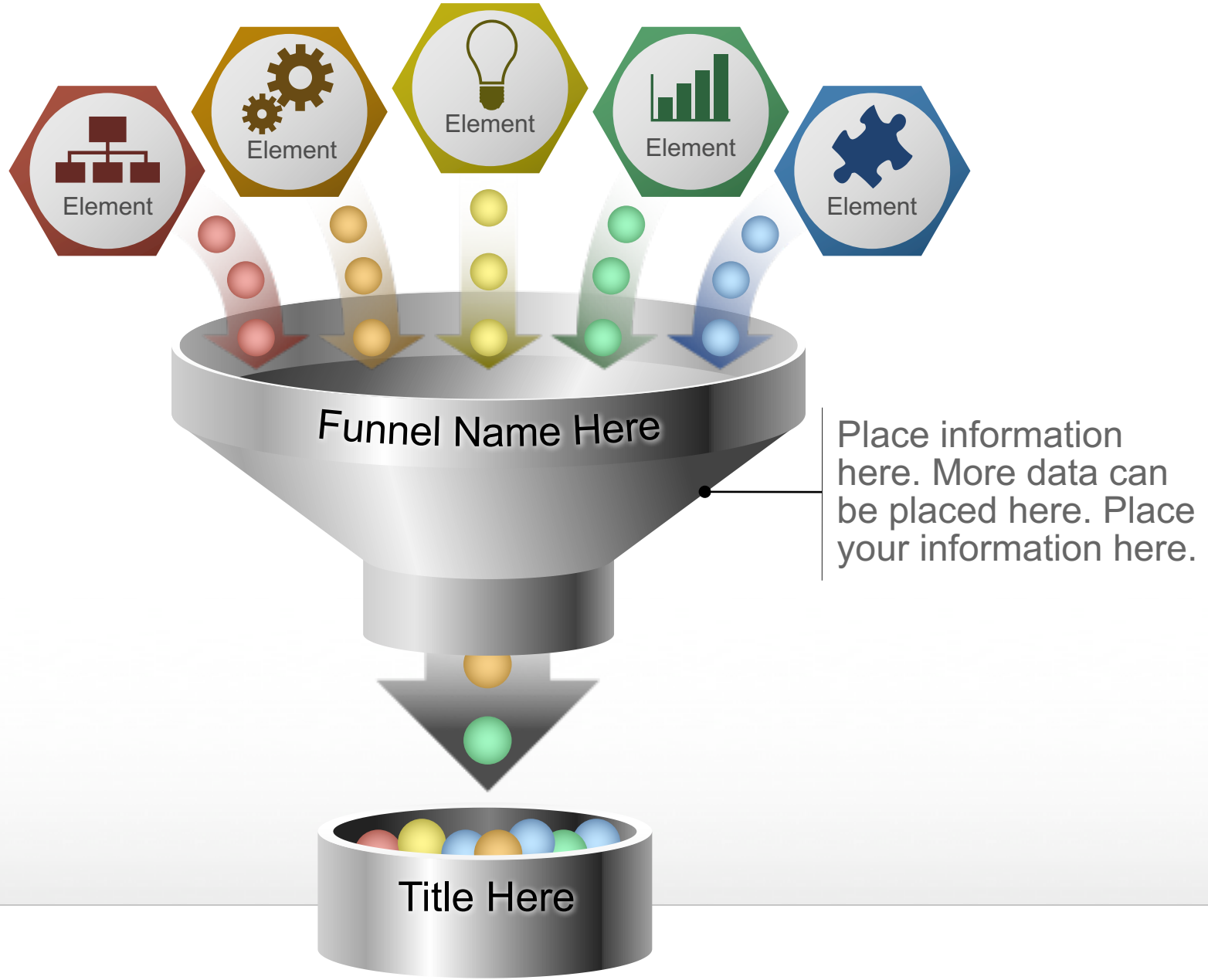

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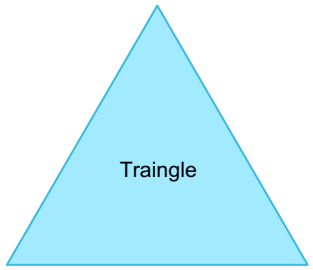
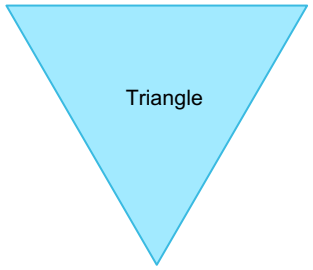
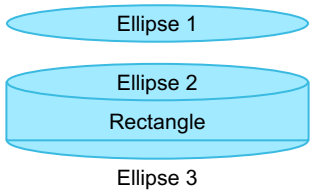
1. Make an Isosceles Triangle.



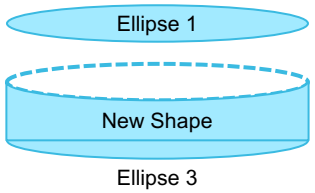
2. Rotate 180 degrees.



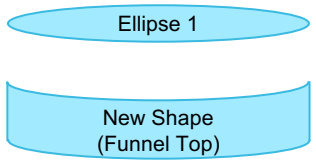
3. Funnel Top: Draw an ellipse and duplicate it twice (for a total of 3 ellipses). Draw a rectangle. Arrange as shown below. If needed, Align Center for all objects.



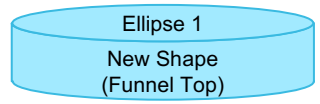
4. Funnel Top: Select rectangle first and then ellipse 2. Select Merge Shape and choose Subtract. (The order of selection changes the outcome of the Merge effect.)



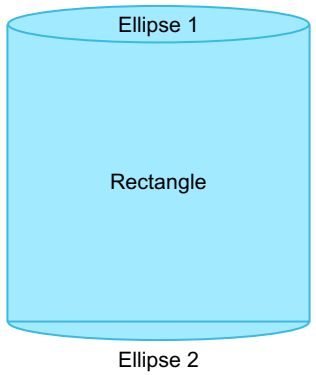
5. Funnel Top: Select the New Shape and the ellipse 3. Select Merge Shape and choose Union.



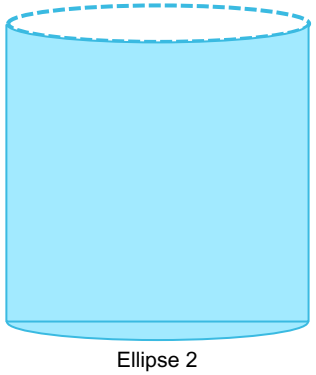
6. Funnel Top: Bring ellipse 1 down rest on top of the new shape



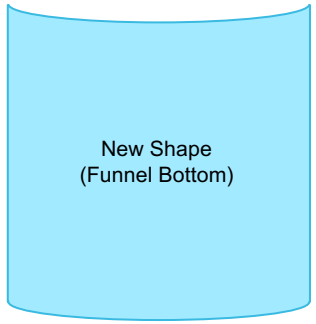
7. Funnel Bottom: Repeat steps 3-5 but with a taller rectangle and only 2 ellipses (see below).



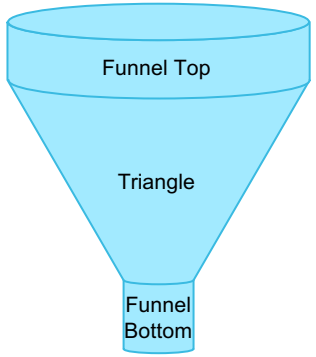
8. Funnel Bottom: Select rectangle first and then ellipse 2. Select Merge Shape and choose Subtract.



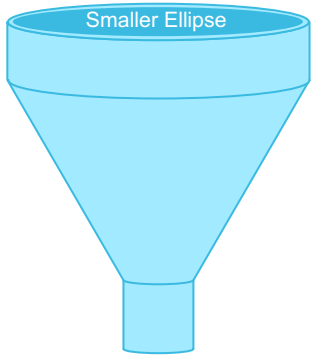
9. Funnel Bottom: Select the New Shape and the ellipse 3. Select Merge Shape and choose Union.



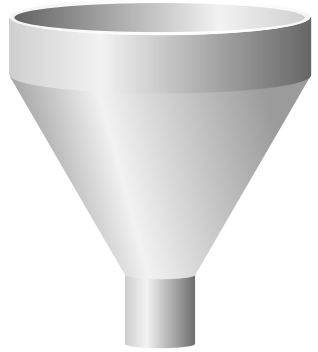
10. Combine all elements as shown below.



11. Draw a slightly smaller ellipse and place it at the top. (This is the funnel opening.)



12. Add color and gradients as wanted.



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	Infographics	Quantitative Graphics	Symbols	Photographs	Video	Audio
GetMyGraphics.com	Yes*	Yes*	Yes*	Yes*	No	No
Presentationload.com	Yes*	Yes*	Yes*	Yes*	No	No
Slideshop.com	Yes*	Yes*	Yes*	Yes*	No	No
IstockPhoto.com	Yes	Yes	Yes	Yes	Yes	No
Dreamstime.com	Yes	Yes	Yes	Yes	Yes	Yes
Shutterstock.com	Yes	Yes	Yes	Yes	Yes	Yes
Pexels.com	No	No	No	Yes	No	No
Bigstockphoto.com	Yes	Yes	Yes	Yes	Yes	No
Thinkstockphotos.com	Yes	Yes	Yes	Yes	No	No
Adobe Stock	Yes	Yes	Yes	Yes	Yes	No

**PowerPoint native files*

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#5

CONNECT THE DOTS

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Highlights & Benefits

- Free to hotels
- Easy to navigate & saves on administrative work
- One hotel profile fulfills the needs of 4 applications
- Hosts multiple email address options – accommodates various contacts
- Built in network of support: BPC's, inside sales, and technical help
- RFP Hotel & Account statuses predominantly displayed for each client
- RFP Account Manager = specific Choice contact for each bid
- RFP data archived and readily available for historical reference

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A Better Solution

Saves Money

Easier

Faster

Free to hotels

User-friendly, intuitive interface

Fulfills the needs of 4 applications

Multiple email address options = multiple contacts

Built in network of support (BPC's, inside sales, and technical help)

RFP Hotel and Account status displayed for each client

Choice RFP Manager assigned to each bid

RFP data archived and available

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Nearly a million curated icons, created by a global community

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Try out color

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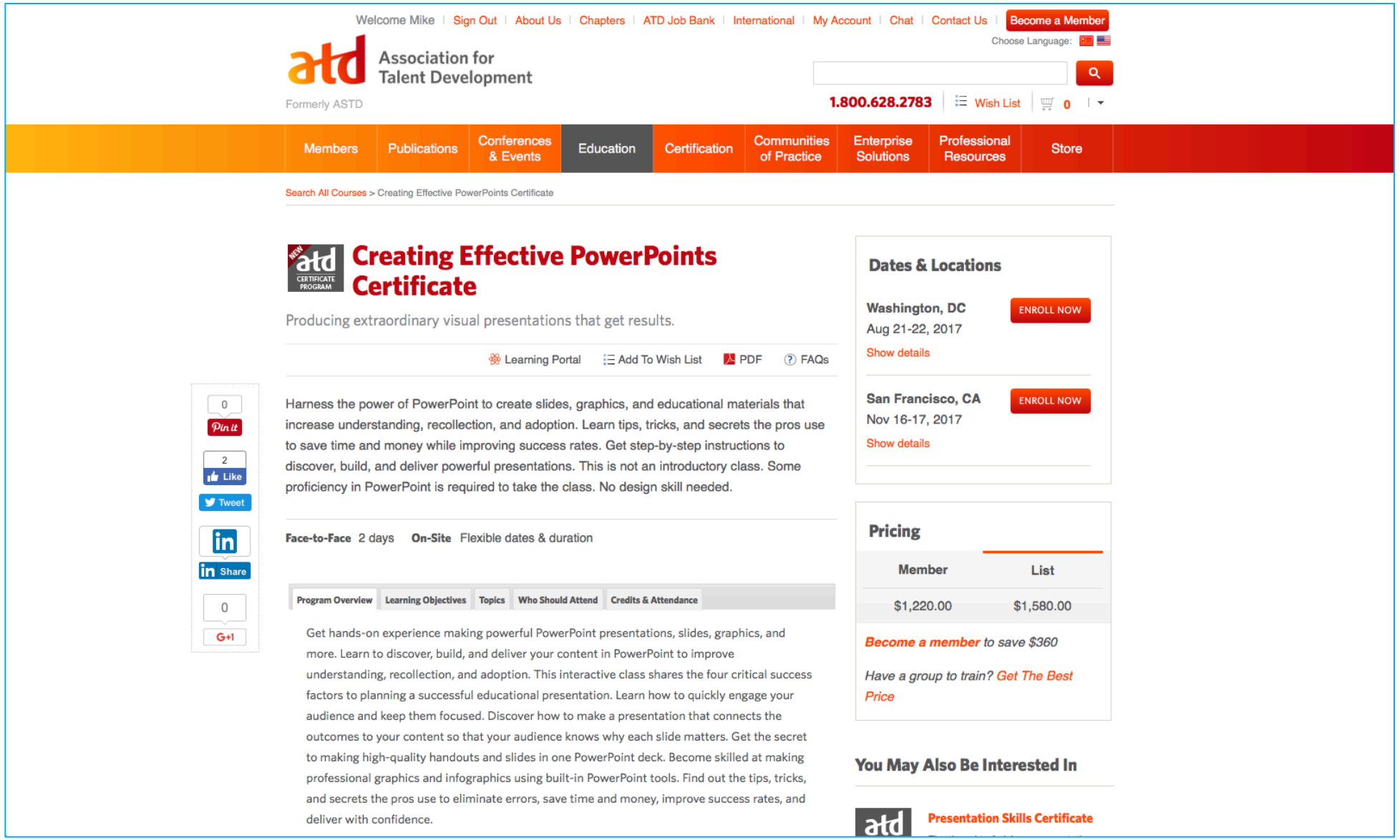

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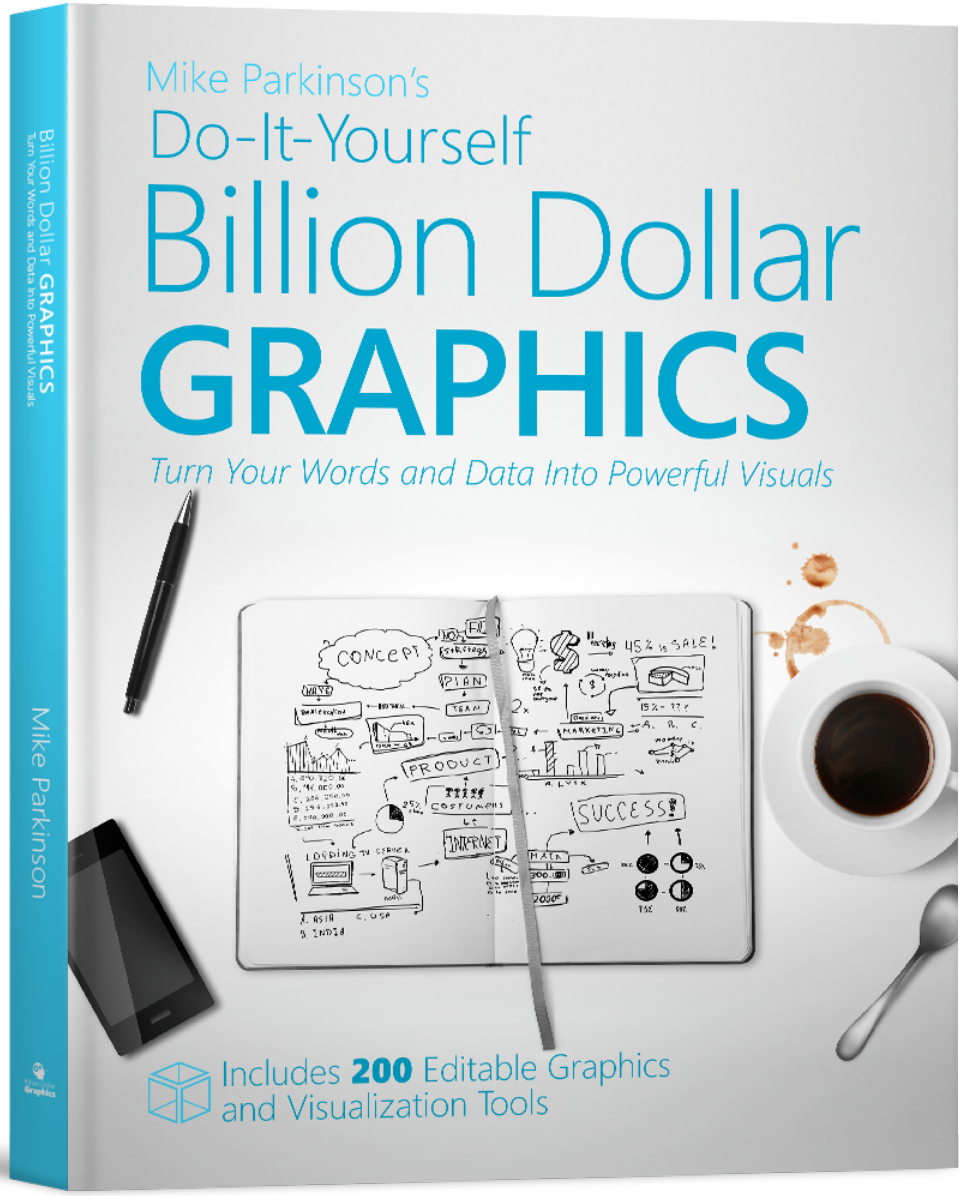

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Mike Parkinson

BillionDollarGraphics.com

mike@billiondollargraphics.com

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