

WASC Powerpoint Training : Structure

- **Preliminary Considerations**
- **Layout**
- **Background Colour**
- **Font Positioning and Colour**
- **Font Style and Size**
- **Colours**
- **Image insertion – covers**
- **Image insertion – stamps**
- **Transitions**
- **Animation**
- **Recording**
- **Manipulating Slides**

WASC Powerpoint Training : Preliminary Considerations

- **Constraint of oblong shape of slide**

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- **Consider your intended audience: looking at screen 35cm from their noses, or 10-50 meters from their noses – font size needs to alter**

WASC Powerpoint Training : Preliminary Considerations

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- **Not using MS 365 – which can insert multiple changes of one slide; but cannot enlarge images**

WASC Powerpoint Training : Preliminary Considerations

- Constraint of oblong shape of slide
- Consider your intended audience: looking at screen 35cm from noses or 10-50 meters from noses – font size needs to alter
- Not using MS 365 – can insert multiple changes of one slide; cannot enlarge images
- **Working in a MS W10 operating system, not Mac(kintosh) Apple or other OS**

WASC Powerpoint Training : Layout

Go to **'Design'** button:

- **Pre-selected layouts and colour combinations**
 - **toggle button down**

WASC Powerpoint Training : Layout

Go to **'Design'** button:

- Pre-selected layouts and colour combinations
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- **Next across toggle button – colours, fonts, effects, background styles**

WASC Powerpoint Training : Layout

Go to **'Design'** button:

- Pre-selected layouts and colour combinations
 - toggle button down
 - Next across toggle button – colours, fonts, effects, background styles
 - Slide show – can alter size of slide – standard/widescreen
- lets see what happens if we try for a widescreen format
- Add number to each slide

WASC Powerpoint Training : Layout

Go to **'Design'** button:

Format background : drop down side menu allowing all sorts of amendments: shape and text options (at top):

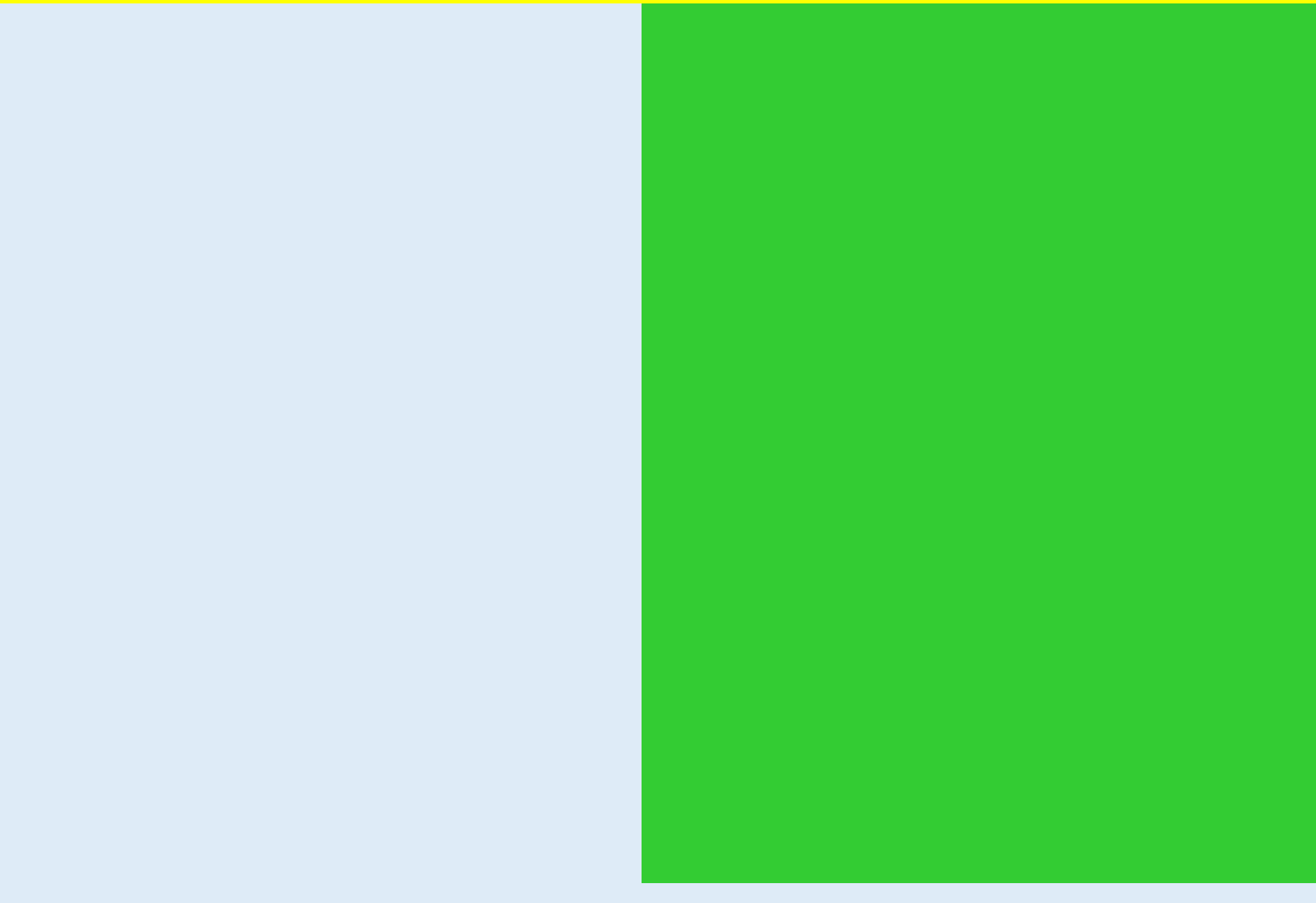
Overflowing paint bucket: fill variations including colour and transparency;

Bishop's mitre: shadows, reflections, glow, soft edges, 3-D

Cross on square: size and properties

Under text option: variations of lettering – would normally do via 'Home' tab

WASC Powerpoint Training : Background Colour



WASC Powerpoint Training : Background Partition & Colour

Nigeria 1952 2d Grey

Text

Nigeria 1952 2d Grey

Image

WASC Powerpoint Training : Font Positioning and Variations

Nigeria 1950s 2d Grey - Goudy Old Style 40

Nigeria 1950s 2d Grey - Goudy Old Style 40

Nigeria 1950s 2d Grey - Goudy Old Style 40

Nigeria 1950s 2d Grey - Goudy Old Style 50

Nigeria 1950s 2d Grey - Goudy Old Style 50

WASC Powerpoint Training : Font Style & Size

Nigeria 1950s 2d Grey - Goudy Old Style 24

Nigeria 1950s 2d Grey - Goudy Old Style 24 bold

Nigeria 1950s 2d Grey - Calibri 24

Nigeria 1950s 2d Grey - Arial 24

Nigeria 1950s 2d Grey - Tahoma 24

Nigeria 1950s 2d Grey - Lucida Calligraphy 24

Nigeria 1950s 2d Grey - Book Antigua 24

Nigeria 1950s 2d Grey - Freestyle Script 24

Nigeria 1950s 2d Grey - Broadway 24

Nigeria 1950s 2d Grey - Goudy Old Style 32

Nigeria 1950s 2d Grey - Goudy Old Style 40

Nigeria 1950s 2d Grey - Goudy Old Style 50

WASC Powerpoint Training : Font Positioning and Variations

Use of text box:

I can have my own background colour, font, and various types of borders – great for individual stamp & cover borders.

I can be dragged around the slide, even turned sideways or upside down

WASC Powerpoint Training : *Font Style & Size Recommendations*

Title font size: 36 pt + bolded (larger if room audience)

Sub-Headings: 32 pt + bolded (larger if room audience)

Text: Minimum 24 pt (32 pt minimum if room audience)

Bold most headings and sub-headings

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Bold most headings and sub-headings

Keep to simple font styles, not flowery nor too blocky nor elaborate

X Nigeria 1950s 2d Grey - Freestyle Script 28

X Nigeria 1950s 2d Grey - Broadway 32

WASC Powerpoint Training : *Font Style & Size Recommendations*

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X Nigeria 1950s 2d Grey - Freestyle Script 28

X Nigeria 1950s 2d Grey - Broadway 32

Do not mix too many font styles and sizes on same slide &/or presentation: three (3) maximum

WASC Powerpoint Training: Colours

Nigeria 1950s 2d Grey - Goudy Old Style 24 bold Black

Nigeria 1950s 2d Grey - Goudy Old Style 24 bold Red

Nigeria 1950s 2d Grey - Goudy Old Style 24 bold Red-brown

Nigeria 1950s 2d Grey - Goudy Old Style 24 bold Bright blue

Nigeria 1950s 2d Grey - Goudy Old Style 24 bold Dark green

Nigeria 1950s 2d Grey - Goudy Old Style 24 bold Brown

Nigeria 1950s 2d Grey - Goudy Old Style 24 bold Grey

Nigeria 1950s 2d Grey - Goudy Old Style 24 bold Orange

Nigeria 1950s 2d Grey - Goudy Old Style 24 bold Pink

Nigeria 1950s 2d Grey - Goudy Old Style 24 bold Yellow

Nigeria 1950s 2d Grey - Goudy Old Style 24 bold Purple

Nigeria 1950s 2d Grey - Goudy Old Style 24 bold Green

WASC Powerpoint Training : Colours

Use dark colours on light backgrounds; light colours on dark backgrounds

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Use dark colours on light backgrounds; light colours on dark backgrounds

Pay attention to complementarity and contrast of text/images to background (green on orange as here not so good, dark green on orange below is much better)

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WASC Powerpoint Training : Colours

Use dark colours on light backgrounds; light colours on dark backgrounds

Pay attention to complementarity and contrast of text/images to background (green on blue as here not so good)

Use a range of colours to distinguish sections or chapters especially of backgrounds, and groups of related words on a slide

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Use a few, not a kaleidoscope of colours on one slide

WASC Powerpoint Training : Colours

Use dark colours on light backgrounds; light colours on dark backgrounds

Pay attention to complementarity and contrast of text/images to background

Use warm (brown, pink) as well as cold (blue, black) colours

Use a range of colours to distinguish sections or chapters especially of backgrounds and groups of related words on a slide

Use a few, not a kaleidoscope of colours on one slide

Use red sparingly – attracts the eye

Beware of audience members being colour blind (green & red)

BIAFRAN POSTAL HISTORY



30 May 1967 –
15 January
1970

Cockermouth PS

13 October 2022

Tony Plumbe

WASC Powerpoint Training : Image Insertion



WASC Powerpoint Training : Image Insertion



WASC Powerpoint Training : Image Insertion



1968 (17 Dec) Freetown,
Sierra Leone

WASC Powerpoint Training : Image Insertion



1968 (17 Dec)
Freetown, Sierra
Leone to Bishop
Patterson in London
at 15c airmail rate

WASC Powerpoint Training : Image Insertion

1968 (17 Dec)
Freetown, Sierra Leone to Bishop Patterson in London at 15c airmail rate. Endorsed 'Please forward'.



WASC Powerpoint Training : Image Insertion



1968 (17 Dec)
Freetown, Sierra Leone to Bishop Patterson in London at 15c airmail rate. Endorsed 'Please forward'. Re-addressed to W.C.C. Representative Sao Tome and London machine cancellation dated 23 December 1968.

WASC Powerpoint Training : Image Insertion

1968 (17 Dec)
Freetown, Sierra Leone to Bishop Patterson in London at 15c airmail rate. Endorsed 'Please forward'. Re-addressed to W.C.C. Representative Sao Tome and London machine cancellation dated 23 December 1968. *Known to have arrived in Bishop Patterson's hands in Biafra otherwise would not be in any collector's hands*



WASC Powerpoint Training : Image Insertion



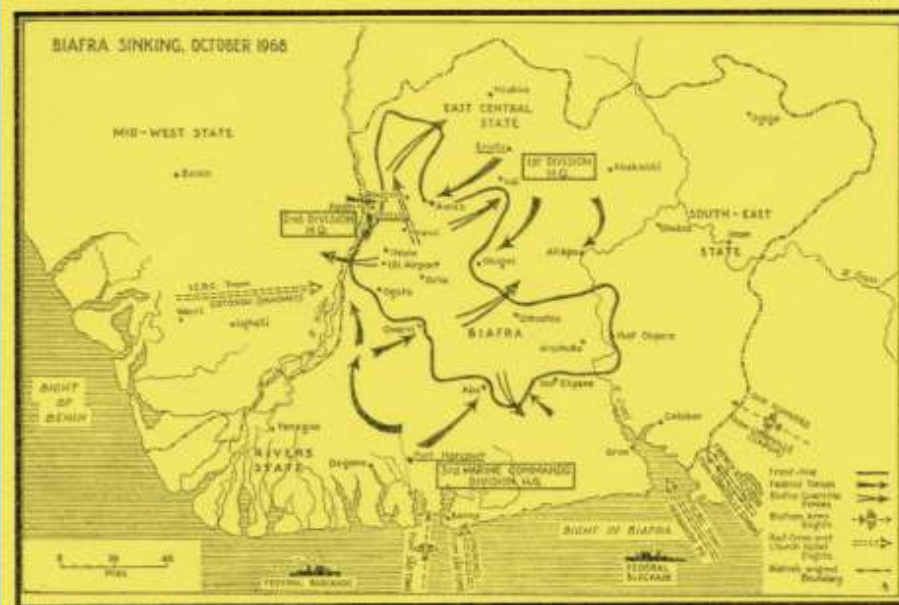
WASC Powerpoint Training : Image Insertion

1968 (29 March) Commando entire entered post at Umuahia sent to C.J.Patterson at Alor Girls Grammar School, Alor arriving 6 June.



WASC Powerpoint Training : Image Insertion

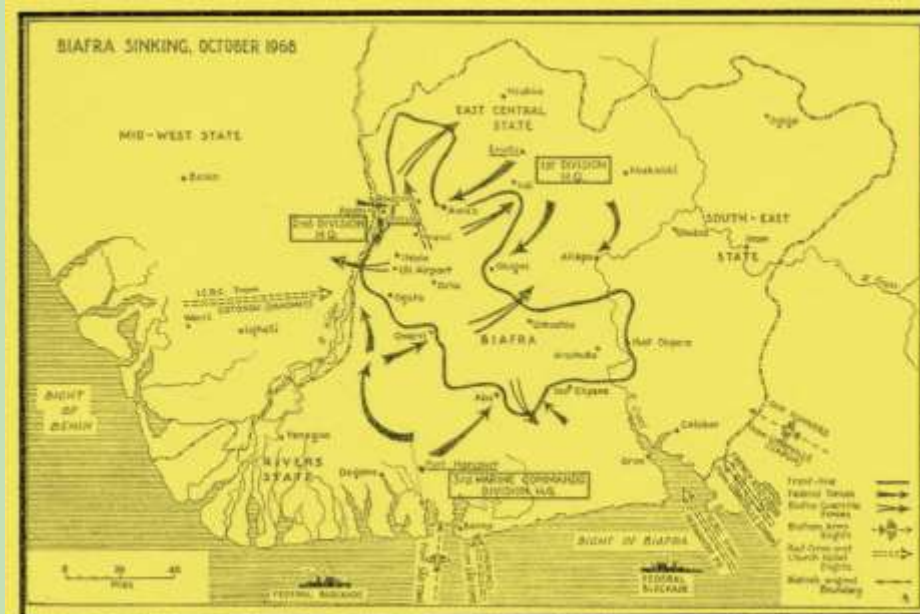
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Source: De St Jorre, J The Nigerian Civil War. Hodder and Stoughton, 1972. p221

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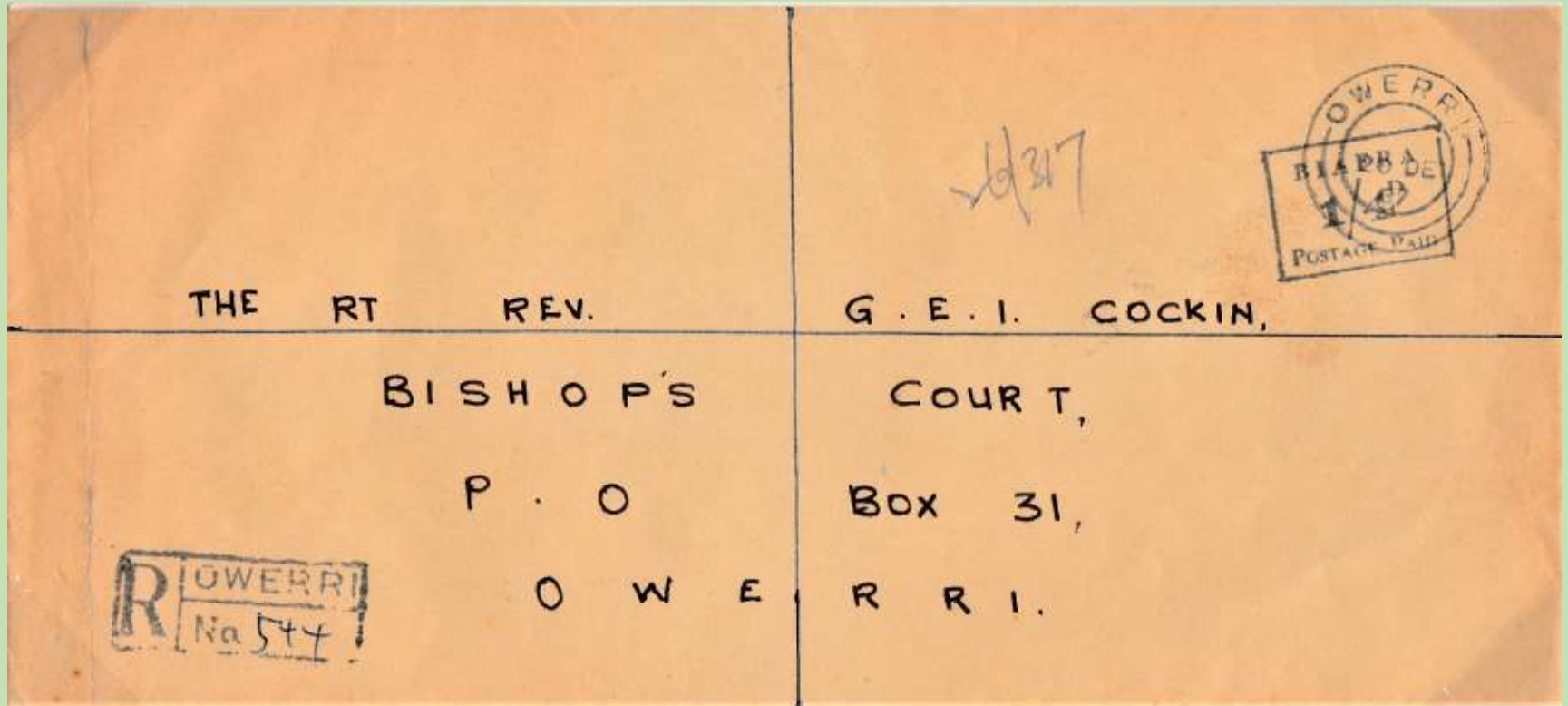


Source: De St Jorre, J The Nigerian Civil War. Hodder and Stoughton, 1972. p221



Photo credit: Gilles Caron, Nov 1968

WASC Powerpoint Training : Image Insertion



THE RT REV.

20317



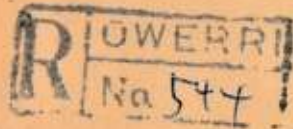
G. E. I. COCKIN,

BISHOP'S

COURT,

P. O.

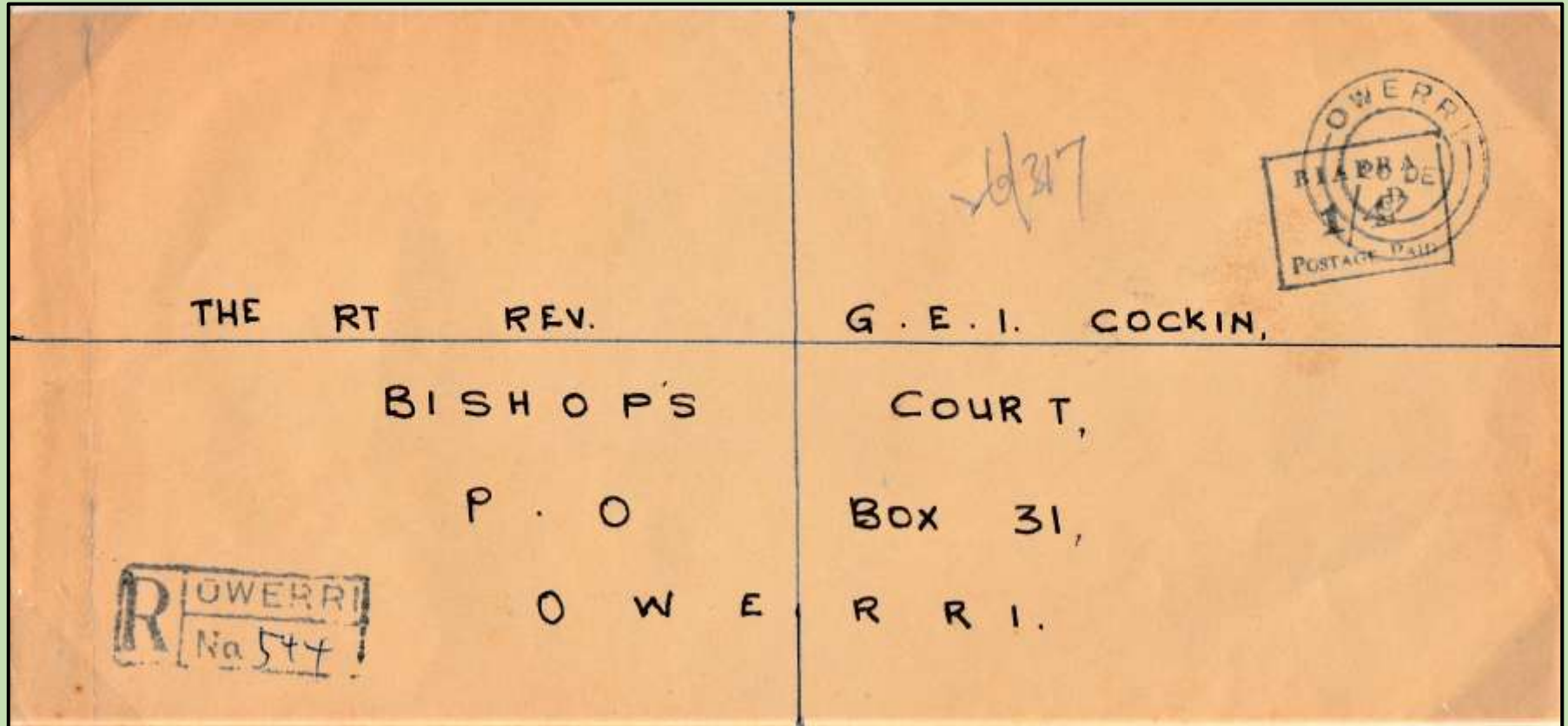
Box 31,



O W E

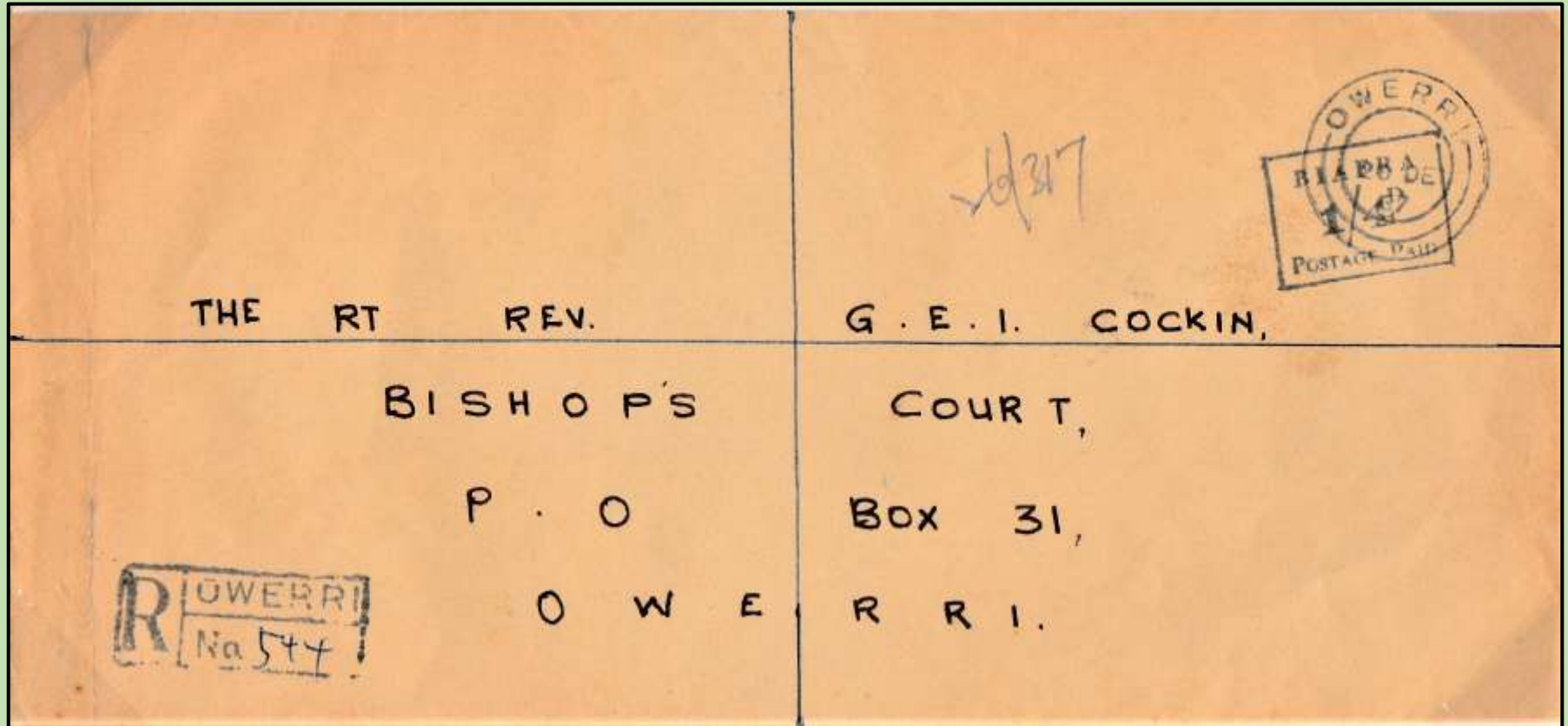
R R I.

WASC Powerpoint Training : Image Insertion



1967 (28 December) Registered cover sent internally within Owerri at 1/4d rate. Single 'Biafra Postage Paid 1/4d cachet. Owerri registration handstamp.

WASC Powerpoint Training : Image Insertion



1967 (28 December) Registered cover sent internally within Owerri at 1/4d rate.

Advice on Covers:

- Usually one per slide is enough
- Consider shape of cover relative to oblong slide shape: complementary text or images may be needed
- Give borders and (usually) enlarge the cover
- Presentation at an angle rarely works

WASC Powerpoint Training : Image Insertion

External Mail: Routes In and Out of Biafra



WASC Powerpoint Training : Image Insertion

External Mail: Routes In and Out of Biafra



WASC Powerpoint Training : Stamp Insertion

Avoid this!

Do not copy pages of stamps straight across into the slide – too small, can't be seen!!
Had to reduce size of vertical piece to fit slide and key information is in mss at middle top right.



WASC Powerpoint Training : Image Insertion

Nigeria 1953-58 4d Definitive: Bag flaw (V41)



WASC Powerpoint Training : Image Insertion

Nigeria 1953-58 4d Definitive: Bag flaw (V41)



WASC Powerpoint Training : Image Insertion

Nigeria 1953-58 4d Definitive: Bag flaw (V41)



Nigeria 1953-58 4d Definitive: Bag flaw (V41)



WASC Powerpoint Training : Image Insertion

Nigeria 1954 2d
Black & ochre
re-entry

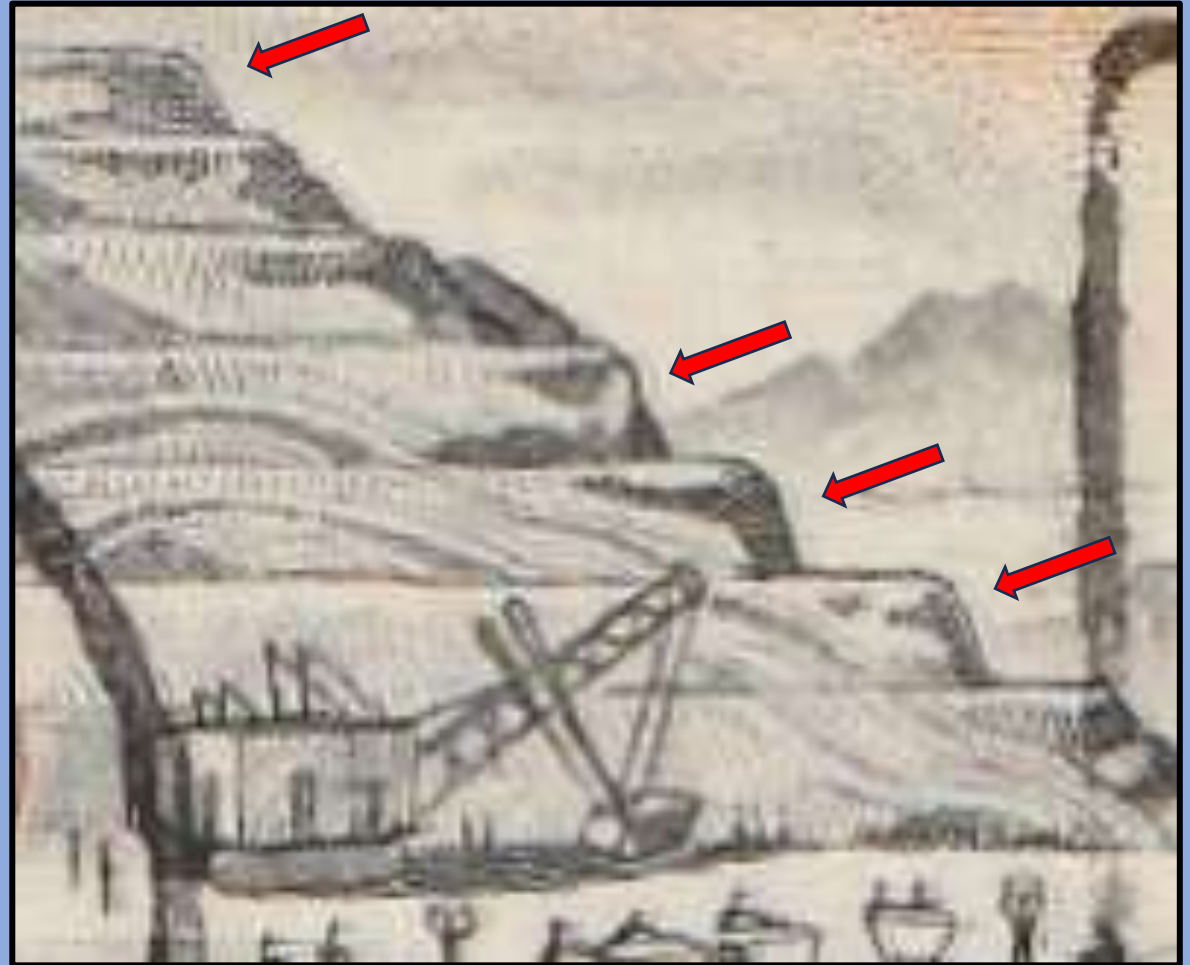


Stamp size
image



WASC Powerpoint Training : Image Insertion

Nigeria 1954 2d
Black & ochre
re-entry



WASC Powerpoint Training : Image Insertion



5 February
1968
Independence
Issue 2d
White dot at
Calabar
variety R8/1

WASC Powerpoint Training : Image Insertion



5 February
1968
Independence
Issue 2d
White dot at
Calabar
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WASC Powerpoint Training : Image Insertion



5 February
1968
Independence
Issue 2d
White dot at
Calabar
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WASC Powerpoint Training : Transitions

Whole series of options as to how one moves (transitions) from one slide to the next.

This presentation is on 'Wipe' right to left

Can add a sound and adjust its duration to specific slide or all slides (Good for waking sleepy folk up!)

Can specify if the slide advances only on a mouse click or after x period of time

Advice: Use only slide to slide transitions & own keyboard (All only work in Slide Show mode)

WASC Powerpoint Training : Animations

Another tab in top ribbon

Allows entrance, emphasis and exit effects

Advice: Avoid use of such

WASC Powerpoint Training : Recording

Another tab in top ribbon (8th across)

One can record one's commentary against each slide before the presentation (and then sit back during the display!). Good for keeping to time! Over-recording/correction is possible.

Tab also allows insertion of a screenshot held elsewhere on your device, or a (pre-recorded) screen recording, or a video; and saving as a show or exporting to video (see drop down boxes when one hovers over each icon). Can also be done via Insert tab on ribbon.

Former used in philatelic displays, latter rarely – for the very sophisticated presentation!

WASC Powerpoint Training : Manipulating Slides

To duplicate a slide or delete a slide: Click on slide with mouse right hand side button and then chose action required. Copy and paste also there, as is adding in a new slide with a different layout.

Re-ordering slides: just drag them up or down the slide images on the left hand side

On 'View' tab on top ribbon, click 'Notes' and one gets an area below each slide where one can note what one wants to say or do – not visible to audience (nor to you when in Slide Show mode).

Normally, when making a Powerpoint presentation, one switches to 'Slide Show' mode where the slides occupy the whole screen: use either icon below right labelled 'Slide Show' or tab on top ribbon (7th across) which enables a range of options. To get out of Slide Show mode, click 'Esc' button at top left of your keyboard.

Hope this was of help!

Thank You

Questions / Clarifications?