

# **PowerPoint Presentation**

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**CETL Fellow**

- **PowerPoint**
- **Keynote**
- **Prezi**



# Effective Presentation

- **Restraint**
- **Simplicity**
- **Naturalness**



# Purpose

- Helps you communicate to your audience what you want them to learn—it is a tool
- Slides should be as visually as possible and support your points quickly, efficiently and powerfully.
  - Avoid the Slideument



“What a computer is to me is that it’s the most remarkable tool that we’ve ever come up with, and it’s the equipment of a bicycle of our minds”

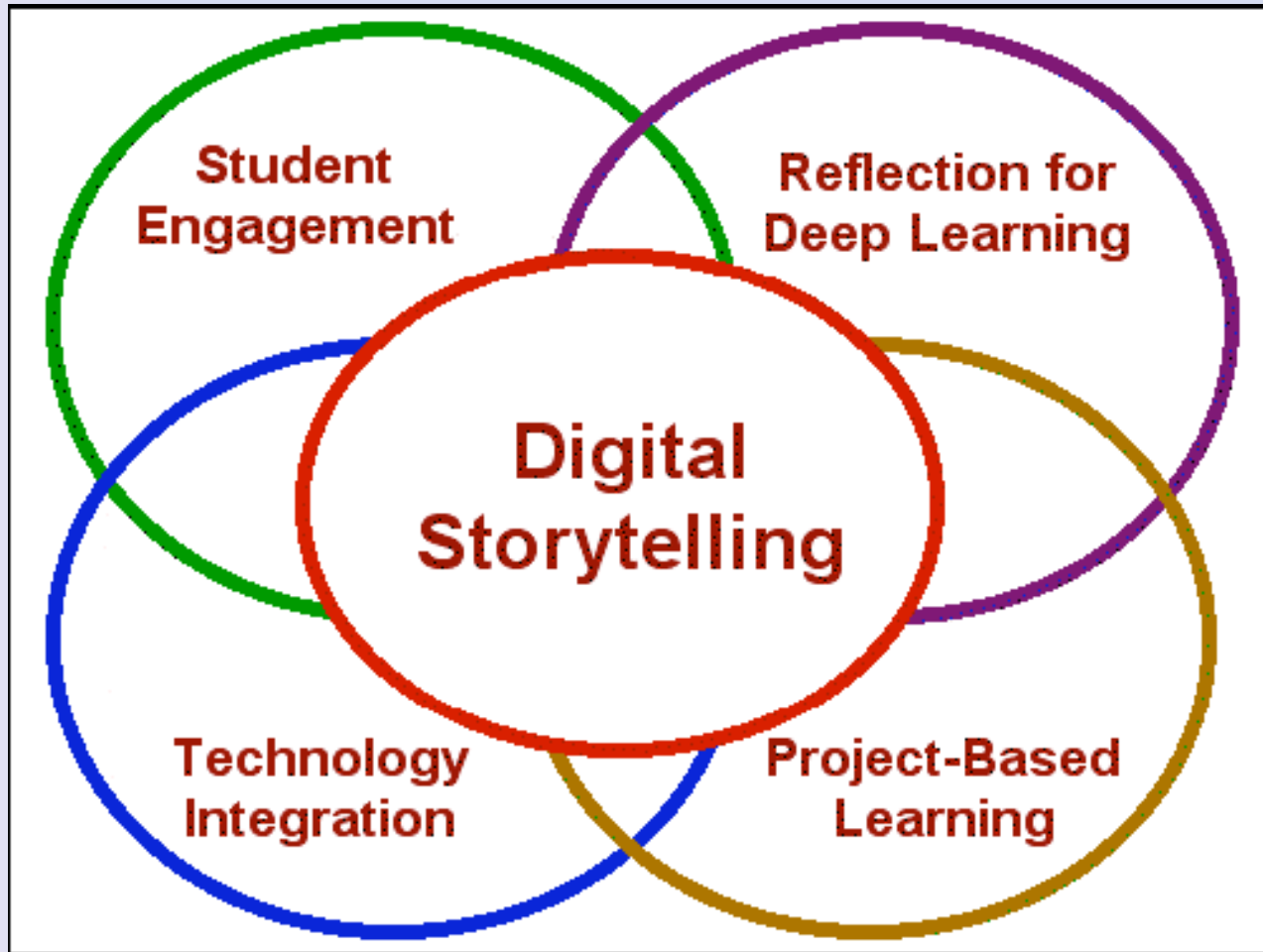
Steve Jobs

# How many of you know the basics to using PowerPoint



<http://www.wikihow.com/Create-a-PowerPoint-Presentation>

# What's Best



- What are some problems with PowerPoint?

**Never forget: *You are the presenter.***  
**Your message should be the focus.**  
**Not your slides. Not your props.**  
**And not your handouts.**  
**You are in the lead role, and you need to retain that role.**





# **The Elements of a Bad Design**

- **Overused templates**
- **Too many fonts & colors**
- **Too many bullets**
- **Distracting animation**
- **Too much “slide junk”**

LESSONS



LEARNED

The image features four stylized human figures standing in a row against a dark background. Each figure has an extremely large, open mouth that is disproportionately large compared to their body. The mouths are a reddish-brown color, and the teeth are white. The figures are wearing white clothing. The text is overlaid on the image in a bright yellow color.

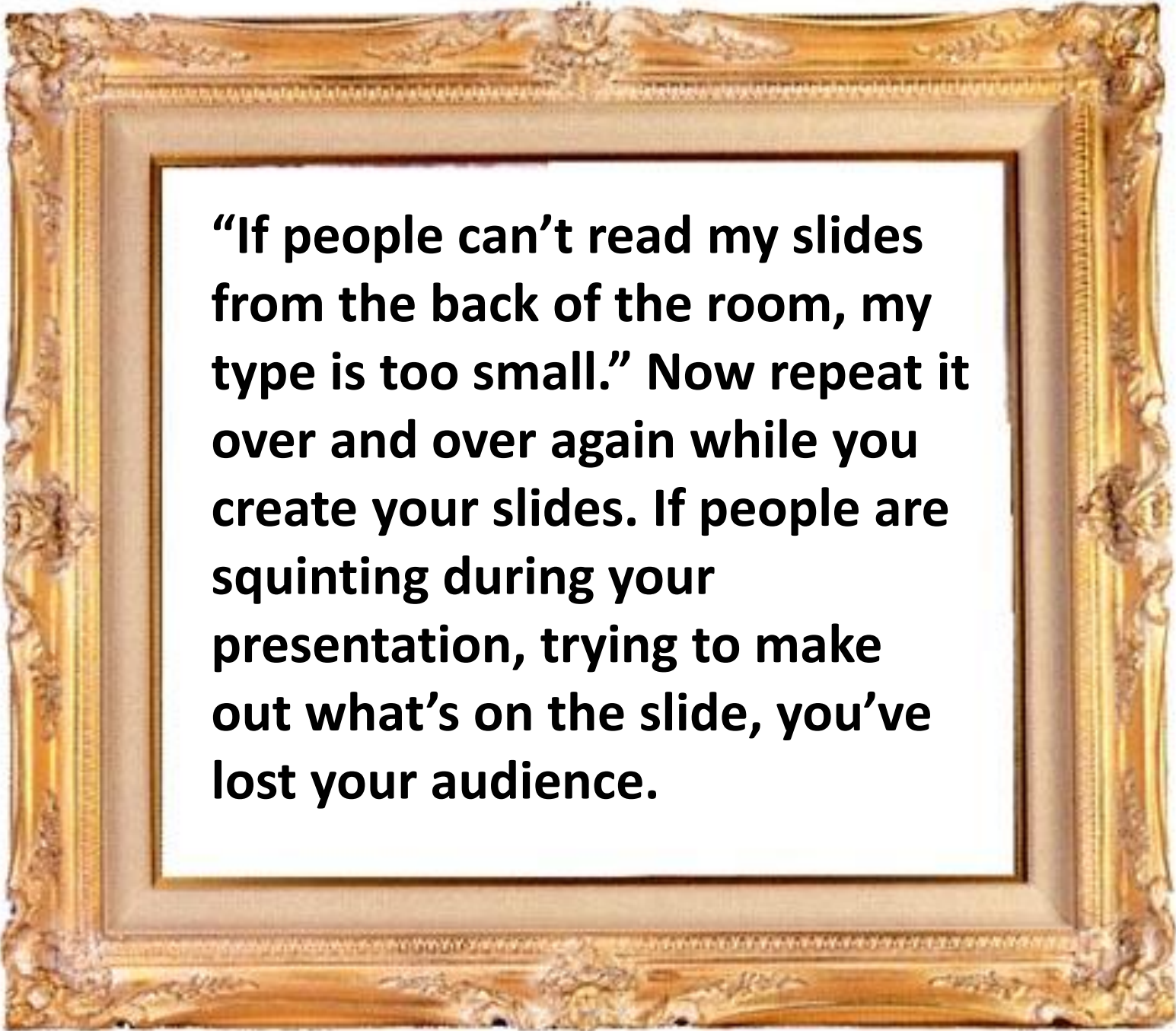
Most people speak between

**100-160** words a minute

Most people read between

**300 – 1000** words a minute





**“If people can’t read my slides from the back of the room, my type is too small.” Now repeat it over and over again while you create your slides. If people are squinting during your presentation, trying to make out what’s on the slide, you’ve lost your audience.**

Avoid Paragraphs or long blocks of text

**MAKE IT BIG**

MAKE THEM APPROPRIATE

Coordinate, Don't Clash

Use 1-3 fonts at MOST

# TRY TO AVOID BULLETS

**BUT IF YOU MUST....**



Use a parallel structure
Avoid sub-bullets
Use case consistency
Keep thoughts complete and
don't abbreviate meaning



# Color Pallet

- Use the Color Circle
- Use colors that complement each other; usually those on the color wheel in opposites are complementary

**Every 3.6 seconds a person  
dies of hunger**

!

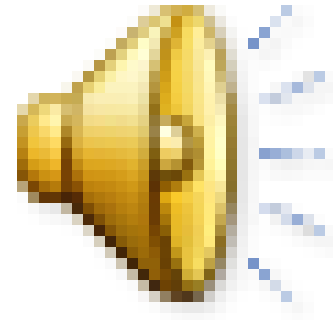
**75%**  
**of them are children**

By far the most powerful message comes  
from images with a few words on them



# Voice Over in Power Point

- Go to Insert and click on Sound. Record what you want to say



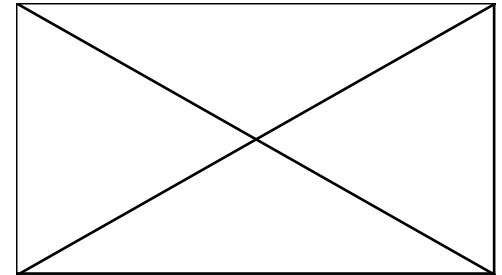
# Putting U-Tube into Your PP

You can use the link from your slide

<http://www.youtube.com/watch?v=KyhTn6tb58w>

Or you can imbed the U-Tube Video into your PP

- Need the Link:  
<http://www.youtube.com/watch?v=KyhTn6tb58w>
- Go to Developer and then select more controls (the little hammer & wrench)
- Scroll down to “Shockwave Flash Object and click
- Back to the powerpoint slide you will be able to make a box with an X in it and size how you want
- Click on box and then properties
- Click on space that says “movies
- Paste in link and change link to:
- <http://www.youtube.com/v/KyhTn6tb58w>  
so you removed watch?-added /; then removed = and added /

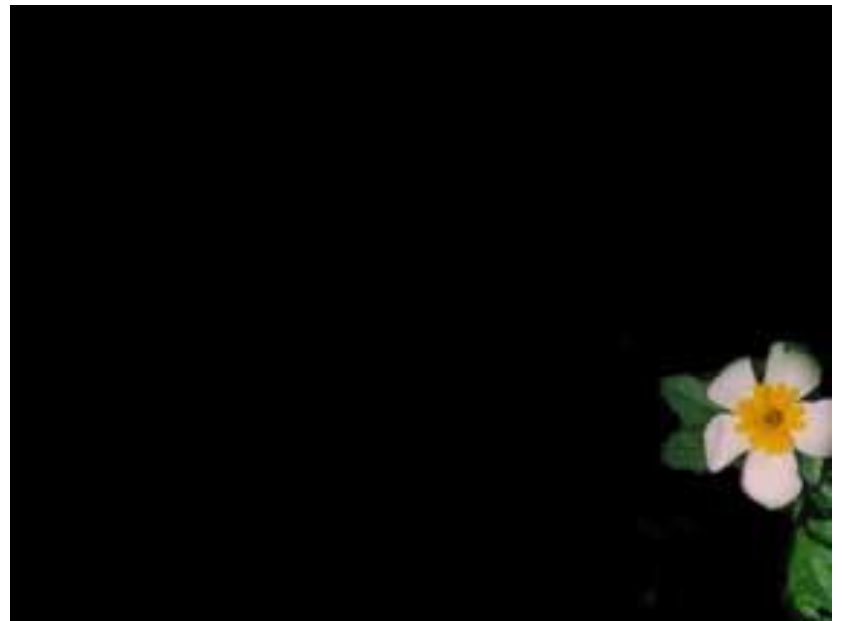


# Effective Presentation Designs

## CONTRAST



# REPETITION



# ALIGNMENT

Principles of Presentation Design

Tips on how to think like a designer

By Santa Claus



Principles of Presentation Design  
Tips on how to think like a designer

Santa Claus



**PROXIMITY**

- You are looking where the baby is looking—Use your pictures to direct your attention





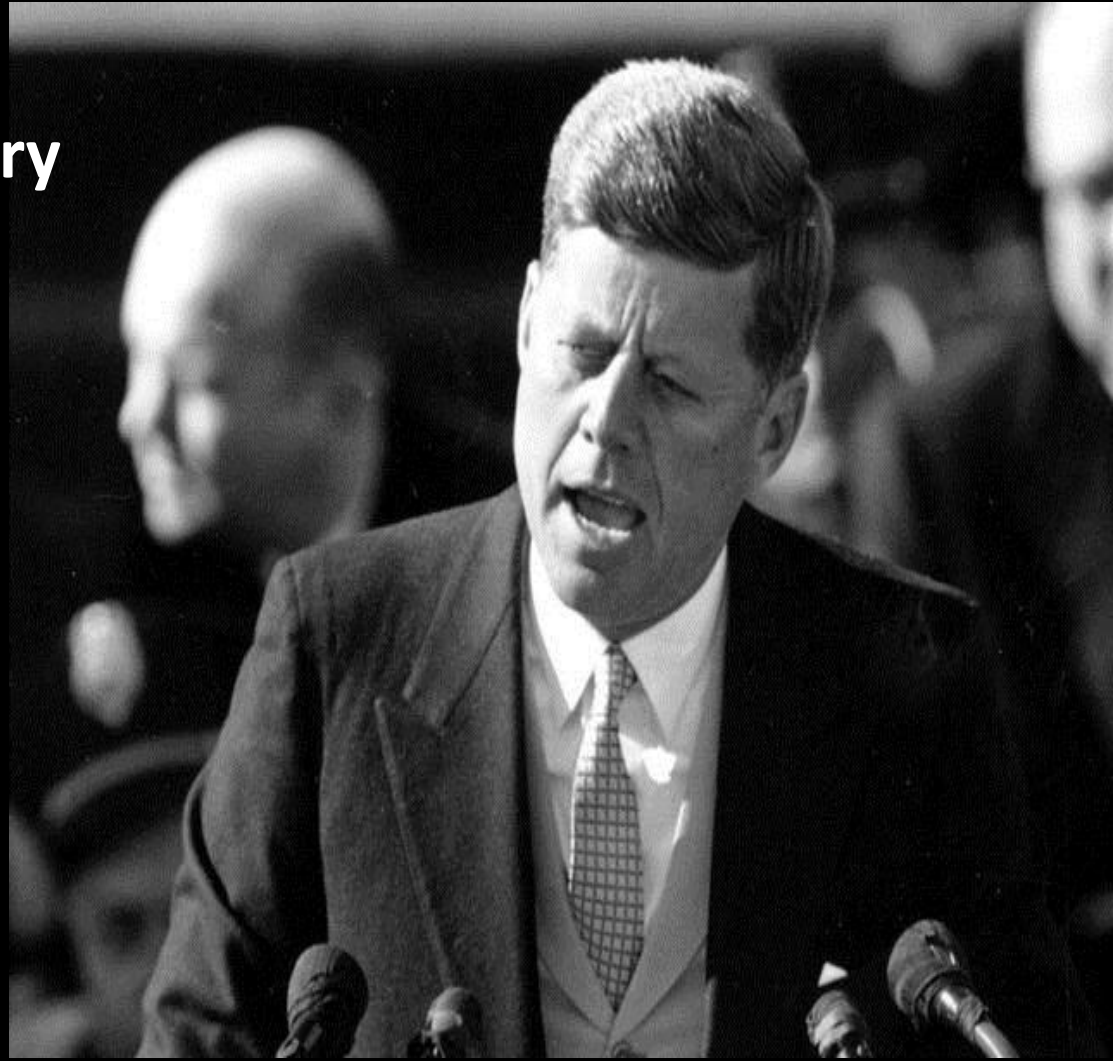
# **President John F. Kennedy's Inaugural Address**

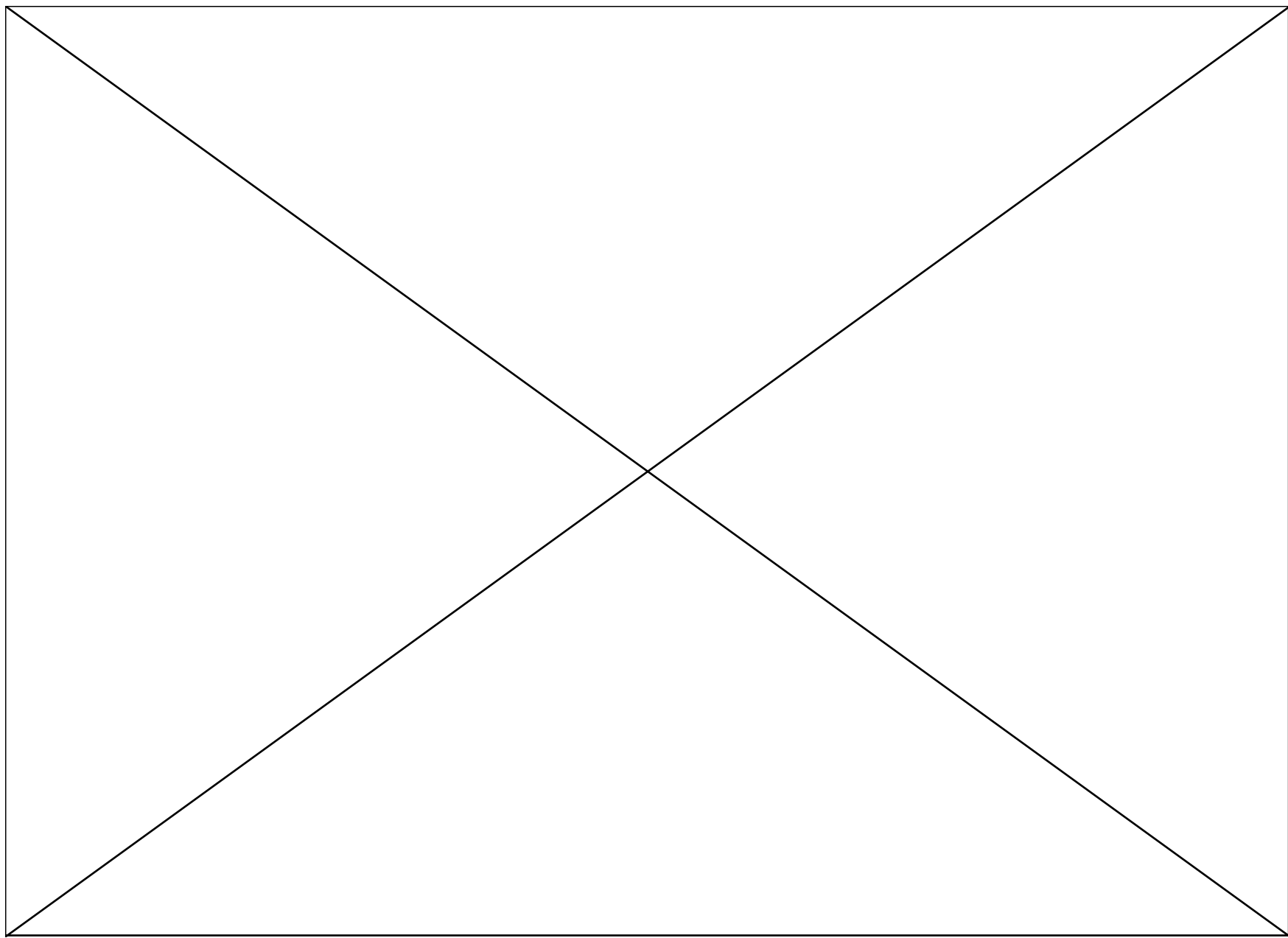
## **January 20, 1961**



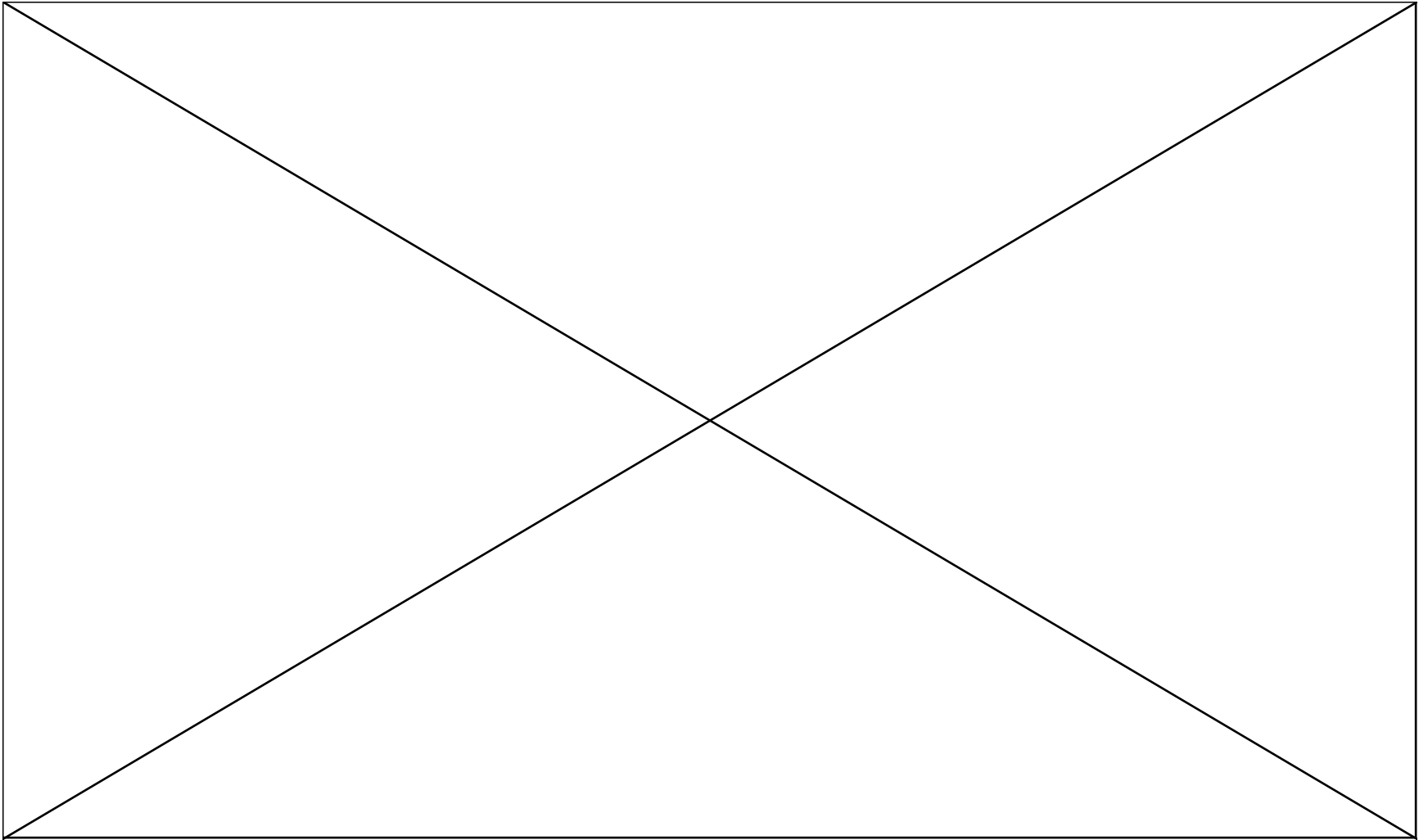
**“Ask not what your country  
can do for you.  
Ask what you can do  
for your country.”**

**“Ask not what your country  
can do for you----  
ask what you can do  
for your country.”**





# Best PowerPoint Presentation Ever



# THE 1-7-7 RULE: What is it???

- Have only one main idea per slide.
- Insert only seven lines of text maximum.
- Use only seven words per line maximum.
- The question is though: Does this work?
- Is this method really good advice?
- Is it really an appropriate, effective “visual”?
- This slide has just seven points!



**Letting Go of The Past**





Any Questions??