

# Microsoft PowerPoint® Presentation Tips



## Slide 1: Introduction

- This presentation is designed to help you create professional looking presentations using Microsoft PowerPoint®.
- These are not hard and fast rules - just general guidelines. Your office may have some specific design rules you need to follow!

## Slide 2: Communicating Visually

- Slides and handouts serve two entirely different purposes. Slides need to communicate the information quickly. Handouts elaborate and expand on the information in your presentation.
- Use the outline feature of PowerPoint® to get your thoughts in a logical order. Plan on five key points in your presentation.
- Ask yourself what you want your audience to know, feel, or do as a result of your presentation.
- A general rule of thumb is six words per line of text. The bullets are to give the essence of what you will be saying.
- Speak to the audience. Don't look at the slides and read them out loud.
- Use PowerPoint® templates or the same color scheme throughout your presentation.
- The audience unconsciously will be looking for the text/pictures, etc. to arrive on the screen in the same way as the last time they saw something appear.
- Sans serif fonts are easier to read when projected. Make sure they are large enough to be seen from a distance. This text is a sans serif font.

## Slide 3: Things to Consider

- Approximately 85% of the population are visual learners.
- When sitting in a presentation, people are trying to listen to you, read your slide, and digest/remember what was said. That takes quite a bit of juggling on their part.
- Don't give them a handout before your presentation – unless it is specifically given for note taking. This will give them one more thing to do while trying to listen to you-they will feel compelled to read the handout.

- Colors of similar hue, such as **red** and **blue** will vibrate on the screen. Red does not project well.
- Use colors that have a connection to your topic (i.e. logo, school colors, etc.)
- Have bulleted text items come in one at a time-then talk about the item. Listeners need time to absorb what you are telling them. Have pictures come in one at a time, have them layer or disappear, etc.
- 72dpi for photographs is more than adequate. This resolution will give you a smaller file size, and will keep your computer from slowing down during the presentation.
- Only use clip art that is appropriate to the topic. Don't use it just to fill in space. Remember the "less is more" rule.
- Project your presentation to make sure your images can be seen from across the room.

### **Slide 4: Be Prepared**

- Make sure the presentation is appropriate for the audience.
- If it is for students, you can use more animation, sounds and clip art to keep their attention. Make sure it used appropriately - not just for a laugh.
- Pay attention to the audience, are they falling asleep? Keep the presentation moving. Don't dwell too long on one subject. What you are saying should be reflected in your handouts.
- Let audience members know that there will be time for questions during, or at the end of the presentation.
- Know how to black out the screen to bring the audiences attention back to you. Don't let them stare at one slide for too long. (tap the letter B on the keyboard)
- **Never put huge tables/spreadsheets with small print.** Save that for the handout or link to another program/document showing the full size table/spreadsheet.
- Print your slides for overhead projection in case of computer failure.
- Practice your presentation in front of a friend for constructive feedback. Practice until you feel comfortable with the technology you will be using.
- Run through your presentation several times with the equipment you will be using.
- Don't read from your notes. Your goal should be to give your presentation without notes, using words as they come to you. Remember – the bullets are to jog your memory!

## Slide 5: Laptop Presentation Tips

- After you create one or two slides, project them on the equipment you will be using. Adjust the text, graphics, etc. as necessary.
- The more lumens a projector has, the lighter the room may be. More than 1500 lumens is fine for giving a presentation without any lights dimmed. The more lumens, the brighter the room can be.
- Prepare for the electricity to go out, laptop failure, or no equipment in the room as promised. Always print a set of overhead transparencies as a backup. Arrange for an overhead projector to be in the room where you will be presenting.
- Practice with the equipment you will be using—preferably in the room where you will be giving the presentation.

## Slide 6: Presentation Help/Tip Websites

- Microsoft PowerPoint®  
<http://www.microsoft.com/office/powerpoint/default.htm>
- PowerPoint® in the Classroom  
<http://www.actden.com/pp/>
- Google™: powerpoint tips and tricks

## Slide 7: Closing Thoughts

- Appropriate quotations can make a noticeable impact on your audience. Try to find a relevant and interesting quotation. Visit the Quote Garden website:  
<http://www.quotegarden.com/>
- Photographs and/or movies can leave lasting impressions. If possible, for your closing slide, insert an appropriate picture or movie clip that reinforces the overall feel of your presentation. Internet search engines will allow you to search for just for photographs and/or multimedia files. Use movies sparingly - they can look too “techie.”
- Other possible last slides - Q&A or your contact information
- Leave the presentation on the last slide or a black slide while answering questions. Be prepared to return to a previous slide to help illustrate a point when asked a question.

