Tips for Planning, Designing, and Giving Presentations

Planning

Before you begin creating the presentation in PowerPoint,

- Write the content.
- Plan the layout for each slide.

Step-by-Step Procedure

- Create a presentation and select an appropriate design template.
- Create all of the slides that contain text including:
  - A title slide with the title, your name, and date.
  - An adequate number of slides to cover the topic.
  - A summary or ending slide.
- Enhance the slides
  - Add graphics, charts, or other media to help explain content.
  - Add animations only to enhance, not to distract.
  - Add no more than one transition style.
- Run a spelling check.
- Save and review the presentation.
- Print handouts and notes pages.
- Consider packaging the presentation and saving it to a CD.

Tips for Designing Slides

- Select a template that matches the topic.
- Use a consistent color scheme.
- Write lists with parallel structure.
- Use proper grammar, punctuation, and spelling.
- Maintain consistency in capitalization.
- Use the 7-7 rule.
  - No more than 7 words on a line
  - No more than 7 lines on a slide
- Select 24 points or larger for body text. Text for annotations should be at least 20 points.
- Maintain a high contrast between background and text colors.
- Use meaningful graphics that enhance the message. Match the images to the slide colors.
- Keep charts simple.
- Use animation, transition, sound, and movies only to enhance the presentation. Avoid animations in serious presentations.
- Provide a Q & A slide, if desired.
- Possibly include a Web site where viewers can get more information.

Tips for Giving Presentations

- Rehearse! Test the presentation slide show before giving the presentation.
- Speak clearly, audibly, and enthusiastically.
- Maintain eye contact with the audience.
- DO NOT "read" the slides; explain and expound upon the information.
- Explain the content of charts.
- Interact with the audience.
- Conclude the presentation with a closing statement such as "This concludes my presentation; are there any questions."
- Repeat then answer any questions.
- Stay on time!

Technical Tips for Giving Presentations

- Start the slide show by doing one of the following.
  - Click the **Slide Show** icon at the lower left of the PowerPoint window.
  - On the **Slide Show** menu, click **View Show**.
  - Press F5.
- Move the mouse pointer to the screen area. Click the mouse or touch Enter to move from slide to slide.
- Use the four buttons at the lower left corner of the screen:
  - The first and fourth buttons move left or right through the slides.
  - The second button (pen) is used to draw and erase on the screen. A variety of pen types and color can be selected.
  - The third button is used to change slide show settings and get help.

The PowerPoint Help Screen lists a number of shortcuts, some of which are listed below:

Keystroke	Action
Enter, Page Up or Page Down, or arrow keys	Moves from one slide to the next or previous
Number + Enter	Goes to slide *number*
B	Displays a black screen or returns to the slide show from a black screen
W	Displays a white screen or returns to the slide show from a white screen
Esc	Ends a slide show
E	Erases on-screen annotations
Control + P	Changes pointer to pen
Control + A	Changes pointer to arrow
Control + E	Changes pointer to eraser