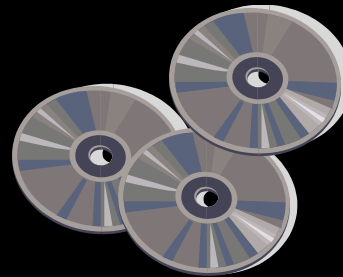# PRESENTATIONS

# WHAT IS A PRESENTATION?

- The process of presenting the content of a topic to an audience

# WHAT IS POWERPOINT?

- It allows impressive presentations to be produced with ease

- It can be used for on-screen shows, overhead projector shows, producing slides, and web pages

- They can include formatted text, pictures, charts, graphs, sound, film clips, and information from the Internet

- It can also produce presentation notes, hand-outs, printouts and outlines of text

# DO

- Smile

- Move

- Test your setup before the presentation

- Consider your audience

- Keep it simple

- Be yourself!

- Update your slides for each presentation

- Place logo in bottom right-had corner

# DON'T

- Forget to turn off your screen saver
- Beeping laptop
- Speak too quickly
- Overuse animation
- Use too many bullets and fonts
- Use a font that's too small
- Place too many words on a slide
- Use red lettering – <span style="color:red">red = negative</span>

# SPELLING

- Spelling is important
- Incorrect spelling can be <span style="color:red">embarrassing</span>
- Don't depend on the spell checker
- Ask someone to proof read your slides

# BASIC RULES FOR PRESENTATIONS

- Contrast is important

- For paper…
  - Dark text on a light background

# BASIC RULES FOR PRESENTATIONS

- For projection…
  - Light text on a semi-dark background
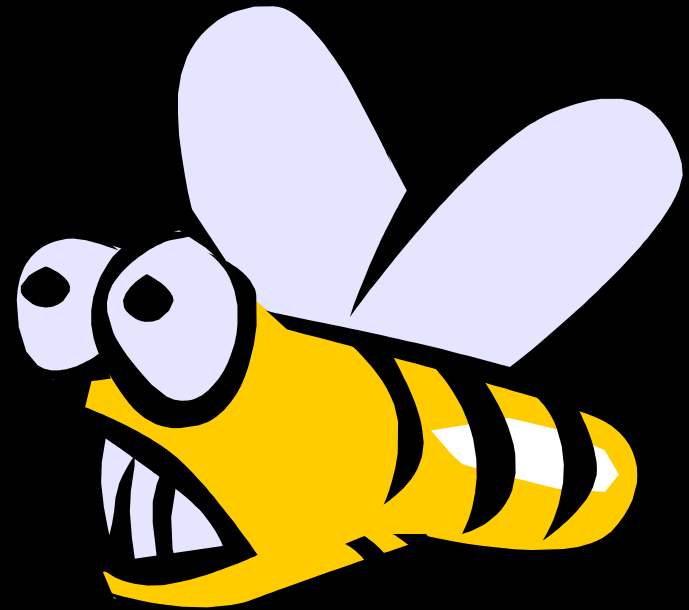  - The eye is attracted to the light on the screen

# BASIC RULES FOR PRESENTATIONS

- Stick with a single background
  - The background is the stage for your information
  - Set the stage and leave it alone!

# BASIC RULES FOR PRESENTATIONS

- Don't try to dazzle the audience with graphics or style…but with the information

- The medium is not the message

- The information is the message

# BASIC RULES FOR PRESENTATIONS

Balance

- Do not center bullet points
- It makes the text ragged
- And hard to read and follow with your eyes

# BASIC RULES FOR PRESENTATIONS

Balance

- Generally, left-justify bullets
- This keeps things neat
- and easy to follow

# BASIC RULES FOR PRESENTATIONS

Balance

Centered graphics leave little room for text

# BASIC RULES FOR PRESENTATIONS

Balance

- Place graphics off-center

- More room for text

- Better balance

- More pleasing to the eye

- Left placement leads the eye to the text

# USE RESTRAINT WITH FONTS

- Employ only a few, stick to familiar fonts

- Stay away from gimmicky fonts unless for a theme

- Keep type sizes consistent

- DON'T USE ALL CAPS – too hard to read

# CHOOSE FONTS WISELY

- *Italics are more difficult to read*

- Use **bold** when you want some words to stand out

- Font size
  - Easy to read (18 pt)
  - Easy to read (24 pt)
  - Easy to read (32 pt)
  - Easy to read (48 pt)

# AVOID TEXT OVERLOAD

Having too much text on the screen can defeat the purpose of using PowerPoint. The slides begin to look like a jumble of text, making slides difficult to read and unrecognizable from each other. People will either try to read everything or copy everything down or they will lose interest. List only the key points. If you have more info to include use more slides or create handouts

# BASIC PRESENTATION MISTAKES

- Too much information

- Reader gets distracted

- Audiences are much more receptive to the spoken word

# BASIC RULES

- Keep it simple
- Make bulleted points easy to read
- Keep text easy to understand
- Use concise wording
- Bullets are focal points
- Presenter provides elaboration
- Keep font size large

# BASIC POWER POINT GUIDELINES

- Builds the presentation… don't give them too much info at once

- Stick with the same transition

- Be creative but leave some colour choices to professionals

- Six words per line

- Six lines per page

# CHOOSING A COLOR SCHEME

- Stick with power point defaults.

- What may look good on your computer may be unreadable in the classroom.

- Remember to use strong, contrasting colours
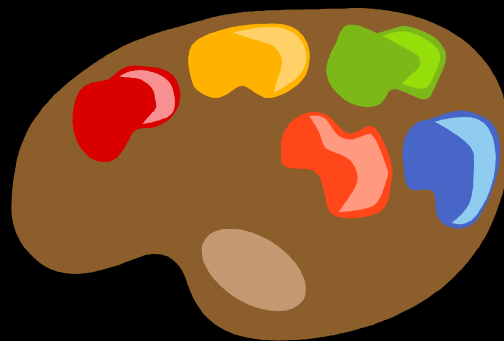
# USE CONTRASTING COLORS

Light colours on dark background

Dark colours on light background

# CLIP ART & GRAPHICS

- A few excellent graphics are better than many poor ones

- Photographs can be powerful

- Use sparingly!