

1: Making Better PowerPoint Presentations | Center for Teaching | Vanderbilt University

To enable full screen mode, on the View tab, in the Presentation Views group, click Slide Show. A one-inch letter is readable from 10 feet. A two-inch letter is readable from 20 feet.

Bibliography We have all experienced the pain of a bad PowerPoint presentation. And even though we promise ourselves never to make the same mistakes, we can still fall prey to common design pitfalls. By keeping in mind a few guidelines, your classroom presentations can stand above the crowd! But that is a serious misunderstanding of what design is and why it matters. As illustrated in the diagram above, the Central Executive coordinates the work of three systems by organizing the information we hear, see, and store into working memory. The Phonological Loop deals with any auditory information. Students in a classroom are potentially listening to a variety of things: This involves such aspects as form, color, size, space between objects, and their movement. For students this would include: The Episodic Buffer integrates the information across these sensory domains and communicates with long-term memory. They discovered the following: Irrelevant pictures decrease learning compared to PowerPoint slides with no picture they take notes if the professor is not talking. But if the professor is lecturing, note-taking and listening decreased learning. Advice from Edelman and Haring on leveraging the working memory with PowerPoint: Leverage the working memory by dividing the information between the visual and auditory modality. Doing this reduces the likelihood of one system becoming overloaded. For instance, spoken words with pictures are better than pictures with text, as integrating an image and narration takes less cognitive effort than integrating an image and text. Minimize the opportunity for distraction by removing any irrelevant material such as music, sound effects, animations, and background images. Use simple cues to direct learners to important points or content. Using text size, bolding, italics, or placing content in a highlighted or shaded text box is all that is required to convey the significance of key ideas in your presentation. Instead, keep information displayed in short chunks that are easily read and comprehended. In his blog entry: He also includes sample slides from his own presentation about PowerPoint slide design. Examples on this site are typically from the corporate perspective, but the process by which content decisions are made is still relevant for higher education. Paradi has also developed a five step method, called KWICK , that can be used as a simple guide when designing PowerPoint presentations.

2: Tips for creating and delivering an effective presentation - Office Support

10 slide design tips for producing powerful and effective presentations You can't build a compelling presentation that communicates your message if your slides are cluttered, text-heavy, or ugly.

Additional Resources Slideshows are quick to produce, easy to update and effective to inject visual interest into the presentation. However, slideshows can also spell disaster even for experienced presenters. The key to success is to make certain your slideshow is a visual aid and not a visual distraction. Tips for Making Effective PowerPoint Presentations Use the slide master feature to create a consistent and simple design template. It is fine to vary the content presentation i. Simplify and limit the number of words on each screen. Use key phrases and include only essential information. Limit punctuation and avoid putting words in all capital letters. Empty space on the slide will enhance readability. Use contrasting colors for text and background. Light text on a dark background is best. Patterned backgrounds can reduce readability of text. Avoid the use of flashy transitions such as text fly-ins. These features may seem impressive at first, but are distracting and get old quickly. Use good quality images that reinforce and complement your message. Ensure that your image maintains its impact and resolution when projected on a larger screen. If you use builds lines of text appearing each time you click the mouse , have content appear on the screen in a consistent, simple manner; from the top or left is best. Limit the number of slides. A good rule of thumb is one slide per minute. Learn to navigate your presentation in a non-linear fashion. PowerPoint allows the presenter to jump ahead or back without having to page through all the interim slides. Know how to and practice moving forward AND backward within your presentation. Audiences often ask to see the previous screen again. Make sure slides are readable from the back row seats. Remember that transparencies and handouts will not show animation or other special effects. Practice with someone who has never seen your presentation. Do not read from your slides. The content of your slides is for the audience, not for the presenter. Do not speak to your slides. Many presenters face the direction of their presentation rather than their audience. Do not apologize for anything in your presentation. When possible, run your presentation from the hard disk rather than a floppy disk. Running from a floppy disk may slow your presentation. Slideshows are quick to produce, easy to update and effective to inject visual interest into the presentation. The key to success is to make certain your slide show is a visual aid and not a visual distraction. Slide Transitions And Sound Effects: Transitions and sound effects can become the focus of attention, which in turn distracts the audience. Worse yet, when a presentation containing several effects and transitions runs on a computer much slower than the one on which it was created, the result is a sluggish, almost comical when viewed. Unless you are presenting at a science fiction convention, leave out the laser-guided text! Leave the fade-ins, fade-outs, wipes, blinds, dissolves, checkerboards, cuts, covers and splits to Hollywood filmmakers. Focus on your message, not the technology.. Death to screen beans! First, make certain that you need graphical images to enhance your message. If you do, use your own scanned photographs or better-quality graphics from companies such as PhotoDisc www.photodisc.com. Screen captures can add realism when presenting information about a Website or computer program. Two popular screen capture programs are Snagit www.snagit.com. Both are available as shareware. The templates often contain distracting backgrounds and poor color combinations. Select a good book on Web graphics and apply the same principles to your slides. Create your own distinctive look or use your company logo in a corner of the screen. Projected slides are a good medium for depicting an idea graphically or providing an overview. Slides are a poor medium for detail and reading. Avoid paragraphs, quotations and even complete sentences. Limit your slides to five lines of text and use words and phrases to make your points. The audience will be able to digest and retain key points more easily. Presenters often scan a table or graphical image directly from their existing print corporate material and include it in their slide show presentations. The results are almost always sub-optimal. Print visuals are usually meant to be seen from inches rather than viewed from several feet. Typically, these images are too small, too detailed and too textual for an effective visual presentation. The same is true for font size; 12 point font is adequate when the text is in front of you. In a slideshow, aim for a minimum of 40 point font. Size really does matter. A verbal presentation should focus on interactive speaking and listening, not reading by the speaker or

the audience. The demands of spoken and written language differ significantly. Spoken language is shorter, less formal and more direct. Reading text ruins a presentation. A related point has to do with handouts for the audience. If you distribute materials before your presentation, your audience will be reading the handouts rather than listening to you. Often, parts of an effective presentation depend on creating suspense to engage the audience. You never know when an equipment malfunction or incompatible interfaces will force you to give your presentation on another computer. With it, you can still make last-minute changes. In the worst-case scenario, none of the technology works and you have no visuals to present. You should still be able to give an excellent presentation if you focus on the message. Always familiarize yourself with the presentation, practice it and be ready to engage the audience regardless of the technology that is available. He is the principal of Peak Communication Performance, a Houston-based firm working worldwide to help professionals develop skills in strategic communication. Avoid serif fonts such as Times New Roman or Palatino because these fonts are sometimes more difficult to read. Use no font size smaller than 24 point. Use the same font for all your headlines. Select a font for body copy and another for headlines. Use bold and different sizes of those fonts for captions and subheadings. Add a fourth font for page numbers or as a secondary body font for sidebars. Clearly label each screen. Use a larger font points or different color for the title. Use larger fonts to indicate importance. Use different colors, sizes and styles e. Avoid italicized fonts as these are difficult to read quickly. No more than words per line For bullet points, use the 6 x 6 Rule. One thought per line with no more than 6 words per line and no more than 6 lines per slide Use dark text on light background or light text on dark background. However, dark backgrounds sometimes make it difficult for some people to read the text. Do not use all caps except for titles. Put repeating elements like page numbers in the same location on each page of a multi-page document. To test the font, stand six feet from the monitor and see if you can read the slide. Design and Graphical Images Standardize position, colors, and styles. Include only necessary information. Limit the information to essentials. Content should be self-evident Use colors that contrast and compliment. Too may slides can lose your audience. Keep the background consistent and subtle. Limit the number of transitions used.

3: 10 tips for better slide decks | TED Blog

Tips for Making Effective PowerPoint Presentations. Use the slide master feature to create a consistent and simple design template. It is fine to vary the content presentation (i.e., bulleted list, 2-column text, text & image), but be consistent with other elements such as font, colors, and background.

The truth is, there are quite a few basics that small business owners tend to ignore when stringing together a few slides. Yet by reviewing your own technique, you might be surprised to find how much room there is for improvement. To help you get started, here are 15 basic presentation tips. In order to avoid confusion and emanate professionalism, write out a fairly detailed script before you even get started creating slides. Outline precisely what it is you want to say, right down to the last bullet point. Less is More When it comes to a PowerPoint presentation, the worst thing you could possibly do is to overload your slides with too much text. Paragraphs of text will take the focus off of you, as your audience will simply drown out your speech and start reading the information for themselves. When in doubt, text should be short and sweet. That means it is only acceptable to use basic, sans serif font in your PowerPoint presentations – nothing else. If it is brand appropriate, you can get away with using an easy-to-read decorative font within a header only. Again, decorative fonts inevitably take attention away from you, the presenter. Get Rid of the Clutter Believe it or not, you should keep your slides super basic. All you need is a headline, a couple of bullet points and maybe one image. Any more will simply cause your audience, and perhaps even yourself, to lose focus in the middle of your presentation. But you should never simply assume that your audience will know exactly what the chart on any given slide is telling them. Far too many presenters make the grave mistake of failing to label key elements of their graphs. That being said, you should never use more than one image per slide. Also bear in mind that what looks okay on your computer monitor may not look great on a projector screen. Turn Your Screensaver Off A common rookie mistake presenters often make is to switch off their screensavers during a presentation. If you plan to talk over any one slide for more than a few minutes, your computer very well may decide to give it a rest and launch your screensaver. Seeing all of your old vacation snaps in the middle of a serious budget presentation very well may knock you down a peg or two in the eyes of your audience. Give your audience a surprising or intriguing statistic about your company or industry, or deliver a personal anecdote that you believe adds a bit of flavor and insight. Ask for their thoughts and opinions. If your presentation is going to be substantially longer than that, split things up and give your audience short breaks in between sections of your presentations. Even better, engage listeners by forcing them to get up and interact with one another. For example, you could encourage your audience to partner up, develop a short list of misconceptions about your subject matter, and then share them aloud before carrying on with your presentation. Get animated, exhibit a personable tone and break things up with exclamations side notes and questions. Duplicate Your Final Slide Another common PowerPoint mistake users make is to double-click through their final slide before the presentation has actually finished. This leads to an awkward scramble to return to the previous slide, and throws off your entire conclusion. To avoid that embarrassment, cut and paste your final slide two or three times at the end of your presentation. According to researchers, most of us are more afraid of public speaking than we are of death.

4: Tips for Making Effective PowerPoint Presentations

Plan your presentation so just one new point is displayed at any given moment. Bullet points can be revealed one at a time as you reach them. Charts can be put on the next slide to be referenced when you get to the data the chart displays.

Top Ten Slide Tips 1. The software was designed as a convenient way to display graphical information that would support the speaker and supplement the presentation. People came to hear you and be moved or informed or both by you and your message. The less clutter you have on your slide, the more powerful your visual message will become. But boring an audience with bullet point after bullet point is of little benefit to them. Which brings us to the issue of text. The best slides may have no text at all. This may sound insane given the dependency of text slides today, but the best PowerPoint slides will be virtually meaningless without the narration that is you. Remember, the slides are meant to support the narration of the speaker, not make the speaker superfluous. Many people often say something like this: I hear it was great. Can you just send me your PowerPoint slides? Instead of a copy of your PowerPoint slides, it is far better to prepare a written document which highlights your content from the presentation and expands on that content. Audiences are much better served receiving a detailed, written handout as a takeaway from the presentation, rather than a mere copy of your PowerPoint slides. If you have a detailed handout or publication for the audience to be passed out after your talk, you need not feel compelled to fill your PowerPoint slides with a great deal of text. Aim for something like this simple slide above. And this is even better!

3. Object builds also called animations, such as bullet points, should not be animated on every slide. Some animation is a good thing, but stick to the most subtle and professional similar to what you might see on the evening TV news broadcast. Listeners will get bored very quickly if they are asked to endure slide after slide of animation. For transitions between slides, use no more than two-three different types of transition effects and do not place transition effects between all slides. Use high-quality graphics Use high-quality graphics including photographs. You can take your own high-quality photographs with your digital camera, purchase professional stock photography, or use the plethora of high-quality images available on line be cautious of copyright issues, however. Never simply stretch a small, low-resolution photo to make it fit your layout – doing so will degrade the resolution even further. Avoid using PowerPoint Clip Art or other cartoonish line art. Again, if it is included in the software, your audience has seen it a million times before. It may have been interesting in the past, but today the inclusion of such clip art often undermines the professionalism of the presenter. There are exceptions, of course, and not all PowerPoint art is dreadful, but use carefully and judiciously. Try to avoid cheesy clip art like this. This edited stock photograph is more effective and professional. I often use images of people in my slides, as photography of people tends to help the audience connect with the slide on a more emotional level. If the photographic image is secondary in importance, then I decrease the opacity and add a Gaussian Blur or motion filter in Photoshop. If the photographic image is the primary area I want the audience to notice such as a picture of a product, then the image can be more pronounced and little or no text is needed. In this title slide, the image is primary. Have a visual theme, but avoid using PowerPoint templates You clearly need a consistent visual theme throughout your presentation, but most templates included in PowerPoint have been seen by your audience countless times and besides, the templates are not all that great to begin with. Your audience expects a unique presentation with new at least to them content, otherwise why would they be attending your talk? No audience will be excited about a cookie-cutter presentation, and we must therefore shy away from any supporting visuals, such as the ubiquitous PowerPoint Design Template, that suggests your presentation is formulaic or prepackaged. You can make your own background templates which will be more tailored to your needs. You can then save the PowerPoint file as a Design Template. You can also purchase professional templates on-line for example: There are several ways to display your data in graphic form; here are a few things to keep in mind: Used to show percentages. Limit the slices to and contrast the most important slice either with color or by exploding the slice. Used to show changes in quantity over time. Best if you limit the bars to Used to compare quantities. For example, comparing sales figures among

the four regions of the company. Used to demonstrate trends. For example, here is a simple line chart showing that our sales have gone up every year. The trend is good. The arrow comes in later to underscore the point: Our future looks good! In general, tables are good for side-by-side comparisons of quantitative data. However, tables can lack impact on a visceral level. If you want to show how your contributions are significantly higher than two other parties, for example, it would be best to show that in the form of a bar chart below, right. Use color well Color evokes feelings. The right color can help persuade and motivate. Studies show that color usage can increase interest and improve learning comprehension and retention. Colors can be divided into two general categories: Cool such as blue and green and Warm such as orange and red. Cool colors work best for backgrounds as they appear to recede away from us into the background. Warm colors generally work best for objects in the foreground such as text because they appear to be coming at us. It is no surprise, then, that the most ubiquitous PowerPoint slide color scheme includes a blue background with yellow text. You do not need to feel compelled to use this color scheme, though you may choose to use a variation of those colors. If you will be presenting in a dark room such as a large hall, then a dark background dark blue, grey, etc. But if you plan to keep most of the lights on which is highly advisable then a white background with black or dark text works much better. In rooms with a good deal of ambient light, a screen image with a dark background and light text tends to washout, but dark text on a light background will maintain its visual intensity a bit better.

5: How to Deliver Effective Presentations: 15 Steps (with Pictures)

The absolutely most engaging slide presentations tell a continuous story, where the audience becomes curious about what's coming next. While highly effective for stand-alone presentations used in marketing, it's also a great technique to use for internal presentations with a speaker.

Google How many times have you sat through poorly designed PowerPoint presentations that were boring, cluttered, and distracting? Probably way too many. The good news is: Use layout to your advantage. Most Western languages read left to right, top to bottom. Using layout is a simple but effective way to control the flow and hierarchy of information. Try to structure your slides more like this: And not like this: Slides are simplified, visual notecards that capture and reinforce main ideas, not complete thoughts. As the speaker, you should be delivering most of the content and information, not putting it all on the slides. If your audience is reading your presentation instead of listening to you deliver it, your messaging has lost its effectiveness. One of the cardinal sins of bad PowerPoints is cramming too many details and ideas on one slide, which makes it difficult for people to retain information. In fact, some people even say you should never have more than 6 words per slide! This looks cluttered, so either fit it onto one line, or add another word to the second line. Slides should never have this much information: Keep the colors simple. Stick to simple light and dark colors. Exceptionally bright text can cause eye fatigue, so use those colors sparingly. Dark text on a light background or light text on a dark background will work well. Also avoid intense gradients, which can make text hard to read. Stay away from color combinations like this: Use sans serif fonts. Traditionally, serif fonts Times New Roman, Garamond, Bookman are best for printed pages, and sans serif fonts Helvetica, Tahoma, Verdana are easier to read on screens. The open-source collection is free and you can download from more than font families. Try to stick with one font, or choose two at the most. Fonts have very different personalities and emotional impacts, so make sure your font matches the tone, purpose, and content of your presentation. Stick to 30pt font or larger. Many experts agree that your font size should be at least 30pt. Not only does it ensure that your text is readable, but it also forces you to include only the most important points of your message and explain it efficiently, since space is limited. Three of the easiest and most effective ways to draw attention to text are: Our eyes are naturally drawn to things that stand out, but use it sparingly. Overstyling can make the slide look busy and distracting. The next time you design a PowerPoint presentation, remember that simplicity is key and less is more. Wants some more PowerPoint tips? Check out these articles:

6: News, Tips, and Advice for Technology Professionals - TechRepublic

PowerPoint uses slides with a horizontal or "Landscape" orientation. The software was designed as a convenient way to display graphical information that would support the speaker and supplement the presentation.

Tips for creating an effective presentation Tip Details Minimize the number of slides. To maintain a clear message and to keep your audience attentive and interested, keep the number of slides in your presentation to a minimum. Choose a font style that your audience can read from a distance. Choosing the right font style, such as Helvetica or Arial, helps to get your message across. Avoid narrow fonts, such as Arial Narrow, and avoid fonts that include fancy edges, such as Times. Choose a font size that your audience can read from a distance. Choosing the right font size helps to get your message across. The following measurements indicate the size of a font on your computer screen, not projected on a screen for your audience in full screen mode. A one-inch letter is readable from 10 feet. A two-inch letter is readable from 20 feet. A three-inch letter is readable from 30 feet. Keep your text simple by using bullet points or short sentences. Use bullets or short sentences, and try to keep each to one line; that is, without text wrapping. You want your audience to listen to you present your information, rather than read the screen. Some projectors crop slides at the edges, so long sentences may be cropped. You can remove articles such as "a" and "the" to help reduce the word count on a line. Use art to help convey your message. Use graphics to help tell your story. Make labels for charts and graphs understandable. Use only enough text to make label elements in a chart or graph comprehensible. Make slide backgrounds subtle and keep them consistent. Choose an appealing, consistent template or theme that is not too eye-catching. For information about using themes, see Add color and design to my slides with themes. Use high contrast between background color and text color. Themes automatically set the contrast between a light background with dark colored text or dark background with light colored text. See Combining colors in PowerPoint – Mistakes to avoid. Check the spelling and grammar. To earn and maintain the respect of your audience, always check the spelling and grammar in your presentation. Tips for delivering an effective presentation Tip Show up early and verify that your equipment works properly. Make sure that all equipment is connected and running. Disk failures, software version mismatches, lack of disk space, low memory, and many other factors can ruin a presentation. Turn off screen savers, and ensure you have the appropriate files and versions of software that you need, including PowerPoint. To ensure all files are accounted for when you copy them to a CD or network drive and carry them to your presentation location, see Package a presentation for CD. Turn your screen saver off. Keep your audience focused on the content of your presentation. Check all colors on a projection screen before giving the actual presentation. The colors may project differently than what appears on your monitor. Ask your audience to hold questions until the end. Questions are an excellent indicator that people are engaged by your subject matter and presentation skills. But if you save questions until the end of the presentation, you will get through your material uninterrupted. Also, early questions are often answered by ensuing slides and commentary. Avoid moving the pointer unconsciously. When you are not using the pointer, remove your hand from the mouse. This helps to stop you from moving the pointer unconsciously, which can be distracting. Do not read the presentation. Practice the presentation so that you can speak from bullet points. The text should be a cue for the presenter rather than the full message for the audience. If you plan a certain amount of time for your presentation, do not go over. If there is no time limit, take less time rather than more to ensure that people stay engaged. If you observe people focusing on your slides, the slides may contain too much data or be confusing or distracting in some other way. Use the information you learn each time to improve your future presentations.

7: Design Tips On How To Make An Effective, Beautiful PowerPoint Presentation

This is one of the most important PowerPoint presentation tips to follow when designing your slides. Keep in mind that less is more (effective.) A cluttered slide is distracting.

At TED, David Epstein created a clean, informative slide deck to support his talk on the changing bodies of athletes. He does this for his own presentations and for lots of other folks in the office. We asked Aaron to bottle his Keynote mojo so that others could benefit from it. Here, 10 tips for making an effective slide deck, split into two parts: He asked for permission to use the image, and credited the photographer, Blair Harkness. View the whole slidedeck from this presentation. The big pictureâ€ Think about your slides last. Building your slides should be the tail end of developing your presentation. Think about your main message, structure its supporting points, practice it and time itâ€and then start thinking about your slides. The presentation needs to stand on its own; the slides are just something you layer over it to enhance the listener experience. Create a consistent look and feel. In a good slide deck, each slide feels like part of the same story. I like to create a few slides to hold sample graphic elements and type, then copy what I need from those slides as I go. Think about topic transitions. It can be easy to go too far in the direction of consistency, though. With text, less is almost always more. Use photos that enhance meaning. Here, a lovely image from a slidedeck Aaron created about the redesign of TED. View the whole deck from this presentation. Keynote and Powerpoint come with a lot of effects and transitions. At worst, they subtly suggest that the content of your slides is so uninteresting that a page flip or droplet transition will snap the audience out of their lethargy. Use masking to direct attention in images. If you want to point something out in a photo, you could use a big arrow. Or you could do what I call a dupe-and-mask. You can use this technique to call out anything you want in a screenshot. A single word, a photo, a section of contentâ€whatever you want your audience to focus on. Try panning large images. Often, I want to show screen shot of an entire web page in my presentations. Rather than scaling the image to an illegible size, or cropping it, you can pan it vertically as you talk about it. And when you advance the deck to the slide with the video that autoplays, sometimes it can take a moment for the machine to actually start playing it. Instead, set the video to click to play. That way you have more predictable control over the video start time, and even select a poster frame to show before starting. Reproduce simple charts and graphs. Dropping an image of a chart into a presentation is fine, but it almost always disrupts the feel of a deck in unsightly fashion. You could redraw it in the native presentation application. That sounds like needless work, and it might be for your purposes, but it can really make your presentation feel consistent and thought-through, of one flavor from soup to nuts. Here are some examples. The first is Resonate , by Nancy Duarte. In it, she breaks down the anatomy of what makes a great presentation, how to establish a central message and structure your talk, and more. Think of this as prerequisite reading for my second recommendation, also by Duarte: This is more focused on presentation visuals and slides.

8: Top Ten Slide Tips | Garr Reynolds Official Site

Delivering effective and powerful presentations is critical to business success. It's about making an impact that influences your audience, whether you are an entrepreneur pitching investors, a

9: 15 Ways to Create Effective PowerPoint Presentations - Small Business Trends

This week, we're discussing how to create effective slides using PowerPoint. You'll learn about the tools available within PowerPoint, how to structure your storyline, create storyboards, identify primary elements of slide design, display data and finalize your slide presentation.

Analysis of the color purple The kings daughter dances 111. Black exhaust smoke 8 A government strategy for services The Feelings Dictionary (ABC Feelings) Dandelions Are Free Late afternoon woman Robert and Jane, or, The village dressmaker, and the rejected son restored The Holy Spirit and Reality Biopsychology pinel 6th edition State of Rhode-Island and Providence Plantations. In Council of War, August 2, 1778. What is translation theory 3. A gift, or an obligation? Elements of ecology and field biology Bangladesh, the nineteen seventy-nine elections Kings and assassins Joseph Mankiewicz, master of the movies Paul Attanasio Tecnomatix process simulation tutorial List of asl directional verbs filetype Respecting the Environment Storm of magic Draw and color circulatory system activities for 6th grade 101 Things for Kids in Las Vegas Notes of a warriors son Be human enough to acknowledge your need My life with the headhunters. 2015 lexus gx 460 manual The co-founders face money problems Removal of Dbp Precursor by Granular Activated Carbon Absorption They say i say 3rd edition with ings Woodworkers Logbook Surface chemistry and electrochemistry of membranes 250 years of brewing in Ipswich Cases and materials on administrative law in Nigeria Ips exam paper 2017 2. Four traditions in the built environment Henry C. Matthews Eukaryotic transposable elements: teaching old genomes new tricks Susan R. Wessler National Armories Expenses, etc. Letter from the Secretary of War, ad interim, transmitting a statement o Emotional development in psychology Troubleshooting your virtual environment