

WHAT IS POWERPOINT?

Software that can help you organize and present information. Use it to get your points across effectively – in other words, to *enhance* your presentation.

CONTENT DECISIONS

1. **Outline your presentation.**

- Title
- Introduction - Goals/objectives
- Major topics and results
- Discussion/conclusions

(Remember the old adage: Tell them what you're going to tell them, tell them, tell them what you told them.)

2. **Keep it simple!**

- #### 3. **Plan your time.** Allow 2 minutes per slide, and don't have too many slides.

HARDWARE ISSUES

1. Identify in advance any props or equipment you need, and make sure they will be available.
2. Try out the computer-projector connections in plenty of time, and get your presentation set up.
3. Make sure the room will be dark enough for the screen to be visible.

CREATE EFFECTIVE SLIDES

1. Use generous **margins** to make it easier to see what's important.
2. Put a **title** on each slide to establish a focus.
3. Use just **one** concept per slide.
4. Use **bullets** to separate ideas.
5. Use **six words per line, six lines per slide.**
6. Maintain **consistent** sentence structure on each slide.
7. **Clip art, animation, sound or movies**, used judiciously, can add interest.
8. Use **contrasting colors** for background and text.
9. Choose a simple **font** such as Arial or Helvetica. Font **size** should be 40-44 for titles, and 28 or larger for text.
10. Select simple **design templates.** One template per presentation is best.

GRAPHICS

Be judicious in your use of graphics! "A picture is worth a thousand words," but too many pictures and animations distract and overwhelm what you have to say.



JUST BECAUSE POWERPOINT CAN DO IT

doesn't guarantee it will make your presentation better. When you select a slide transition or animation scheme, consider whether it helps you say what you want more effectively. Too many transitions can be distracting or can slow down your presentation to a **c-r-a-w-l**.



DELIVER THE PRESENTATION

1. Rehearse. It will make a difference!
2. Check to be sure the PowerPoint slides elaborate what you say. Your PowerPoint presentation should emphasize and clarify key points; it should not BE the presentation.
3. Have a backup plan in case the equipment fails. Save your file on a floppy, CD, zip disk, or flash drive; or send it as a file attachment to an email message. To be completely safe, have two backups!
4. Speak more loudly and slowly than you usually do.
5. Face your audience and speak to *them*, not to the computer or the screen, and don't block their view of the screen.
7. When you have finished, it's nice to have an attractive final slide. Otherwise, turn off the projector or return to the title slide.

For additional information,

CHECK OUT THESE WEBSITES

<http://einstein.cs.uri.edu/tutorials/csc101/powerpoint/ppt.html>

<http://oregonstate.edu/instruct/ed596/ppoint/pphome.htm>

<http://www.fgcu.edu/support/office2000/>

If you have any questions,
please call or email

508 856-6099

refstaff@umassmed.edu



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