Making Effective Presentations Using PowerPoint Slides

Topics to be Covered

o Outlines

o Why Learn to Present?

o Planning and Organization

o Slide Design

o Pitfalls

o Ensuring Success

o Conclusions

o Questions

Outline

o Always create an outline

o The outline is always the first slide as it is in this presentation

o Always follow it

Why Learn to Present?

o You may need to present for events such as
- o Class
- o Conference
- o Sales
- o Management

o Work will be evaluated on your
- o Communications skills
- o Quality of content

Planning and Organization

o Consider
  o Purpose
  o Audience
  o Length
  o Desired result
o Create
 o Outline always the first slide
  o Other slides follow outline

Good Slide Design

o Keep it simple

o No more than 2 font families, preferably 1

o Text no smaller than 18 pt; titles 28 pt or more

o Light background, simple background

o Bulleted points, no more than 4-5 per slide

Good Slide Design Cont.

o Charts and graphics more interesting than text

o Not > 1 graphic per slide; graphics same style

o Simple animation, if any

o Same colors, fonts throughout

o About 1 slide/minute
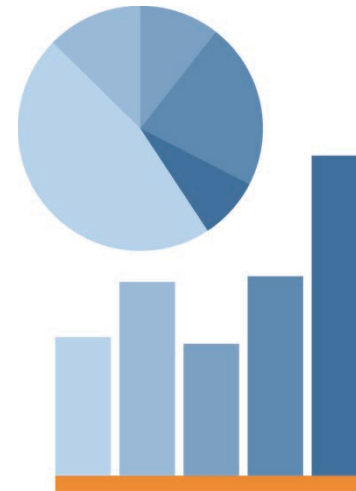
Pitfalls

o Spelling and grammar errors

o Slides too busy

o Presentations too long

o Statements not supported by citations

Ensuring Success

o Practice, practice, practice
  - o Practice in live environment, if at all possible
  - o Practice on equipment that will be used
  - o Practice with network that will be available
o Have an alternate to getting files from Internet

Conclusion

o Use an effective and strong closing
   o Audience likely to remember your last words

o Use a conclusion slide to
   o Summarize main points of your presentation
   o Suggest future avenues of research

Questions

- Provide your contact information
- Formally ask for questions from the audience