



## POSITIVE & EFFECTIVE PPT PRESENTATIONS

### PowerPoint Construction Tips:

- Design an impacting Title Slide, use a “catchy” title when possible.
- Place an Identical Title on EACH slide in exactly the same location. (For simplicity create a master slide or copy and paste your original slide, then add new text/content.)
- Ensure all following slides are uniform in color scheme, design and layout (as much as possible)
- Provide relevant information in FEW words. – If kiosk-browsed: be clear and concise. **If shown by a live presenter: DO NOT put everything you are going to say on the screen!** The audience can read the screen without you. Show main ideas, & let listeners take notes!
- Keep the total number of words on each slide to a few sentences, a small paragraph or bulleted phrases.
- Avoid over-use of clip art and graphic elements – keep the text as the primary focal point. All other elements on the slide should enhance it, not distract from it.
- Avoid the use of bold text, italics and flashy transitions, except where absolutely needed. Bold fonts and italics are harder to read, not easier.
- Use a text font that is easy to read and attractive. Avoid fonts that have “tails” on the letters – use fonts that have clean vertical lines, such as: Verdana, Tahoma or Arial.
- Have a strong color and brightness contrast between the background and all text. Remember older viewers and the visually impaired may be in your audience.

- Keep font sizes of headings from 44-54.
- Keep font sizes of body text in from 28-36. (Display location, distance from viewer, brightness, and ambient light are all factors here!)
- Remember the human eye immediately seeks the brightest thing first, so you usually want this to be your message!
- Engage the viewer with an easy to read and attractive interface.
- Allow adequate space between lines/bullets for legibility.
- If browsed at a kiosk, carefully check timings and transitions. ALLOW ADEQUATE TIME for all readers, but not so much time that your presentation seems to stall. If accompanying a live presenter, advance all slides/animations **manually** – you never know what may happen in a live setting!
- Avoid over-using animations. Movement should add to the quality and message, not distract from it.
- Place a copy of your title slide at the end of your presentation and return to it as you close your address.
- Place black slides at the front and back of presentations.
- Create a slide that says “Break” or “Refreshments” if your presentation will extend over a break time and/or if refreshments will be served.

### **PowerPoint Presenter Tips:**

- **AVOID** letting your blue screen or desk top SHOW on the audience's screen! Display an attractive title slide before presentation time. (This shows you are prepared and care about the audience's experience.) OR, use a black screen in the presentation to “hide” on screen.
- Arrive early, set up and test your equipment and slide show. Don't stress yourself out by late arrivals and technical problems at “show time!”

- No matter how good you are, **be sure** to dry-run your presentation, checking for mistakes/changes BEFORE an audience is present.
- Learn to use the HOT KEYS in PowerPoint. Ex: "B" in presentation mode displays a black screen. "W" displays a white screen [not recommended!].
- Know your projector functions: FREEZE or "No Show" the projector (or cover the lens) to avoid projecting your desktop or other unsightly screens before, during and after your talk.
- State directives in a positive and empowering manner.
- Avoid using the words "should, could, always, and never." They have negative overtones.
- Don't drag... but do allow plenty of time to read any text before advancing to the next slide. Audience members vary in reading speed and learning style. Even if you're nervous, provide wait time, or your audience may become frustrated – especially if they really need or want your information.
- Don't let the screen dictate what you do or say. It is a back-up to your presentation; you and your message are far more engaging and important. They may read the screen, but they will remember you.
- Be sure your presentation is displayed in an area conducive to reading/listening:
  - Minimal ambient lighting near screen, Area is free from clutter,
  - Prominent display, (not in limited space, high traffic areas.)
- For traveling presentations, **retain more than one copy**. If using another computer at your presentation location, use "pack-and-go" features OR use very common fonts. (such as: arial, verdana, times.)
- RELAX – all your preparation and hard work will result in a PowerPoint presentation that keeps your talk on track, & your audience will appreciate it!

## Text Formatting

To do this:	Windows Keyboard:
Change Font	CTRL+Shift+F, then use up/down arrow keys, click Enter when done
Change Point Size	CTRL+Shift+P, then use up/down arrow keys, click Enter when done
Increase Font Size	CTRL+Shift+>
Decrease Font Size	CTRL+Shift+<
Bold	CTRL+B
Underline	CTRL+U
Italic	CTRL+I
Superscript	ALT+CTRL+Shift+>
Subscript	ALT+CTRL+Shift+<
Plain Text	CTRL+Shift+Z
Spelling Checker	F7
Center Paragraph	CTRL+E
Justified Paragraph	CTRL+J
Left-Aligned Paragraph	CTRL+L
Right-Aligned Paragraph	CTRL+R
Change Case	Shift+F3 toggles selection through lower case, upper case, initial caps with each press of keys
Create Hyperlink	CTRL+K

## Deleting and Copying

Delete Character Left	Backspace
Delete Word Left	CTRL+Backspace
Delete Character Right	Delete
Delete Word Right	CTRL+Delete
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Undo	CTRL+Z
Create a copy of the text	CTRL+Drag

## Working with Slides and Presentation Files

New Presentation	CTRL+N
Open a Presentation	CTRL+O, CTRL+F12
Save	CTRL+S, F12
Save As	F12
Print	CTRL+P
Find	CTRL+F
Replace	CTRL+H
New Slide (menu)	CTRL+M
New Slide like last one, no menu	Shift+CTRL+M
Exit/Quit	CTRL+Q or ALT F4
Move from Title to Text	CTRL+Enter
Move from Body text to Title of Next Slide	CTRL+Enter

## Controlling Slides in Slide Show

Go to Slide <number>	<number> ENTER
Black/Unblack Screen	B or Period
White/Unwhite Screen	W or Comma
Show/Hide Pointer	A or =
End Show	ESC, CTRL+Break, Minus, END
Erase Screen Annotations	E
Advance to Hidden Slide	H
Advance to Next Slide	Mouse Click, Spacebar, N, Right Arrow, Down Arrow, Page Down
Return to Previous Slide	Backspace, P, Left Arrow, Up Arrow, Page Up

## Getting Help & Programming Tools

Help	F1
Menu and Dialog Explanations	Shift+F1
Right Mouse Click without Mouse	Shift+F10
Bring up Visual Basic Editor	ALT+F11
Macro Recorder	ALT+F8