



POSITIVE & EFFECTIVE PPT PRESENTATIONS

PowerPoint Construction Tips:

- Design an impacting Title Slide, use a "catchy" title.
- Ensure all following slides are uniform in color scheme, design and layout (as much as possible)
- Place an Identical Title on EACH slide in exactly the same location.
- 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! They can read the screen without you. Show main ideas, & let listeners take notes!
- Keep the total number of word on each slide to a few sentences or bulleted phrases.
- Avoid the use of bold text and flashy transitions, except where absolutely needed.
- 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!)
- Use a font that is easy to read and attractive.
- 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.
- Have a strong color and brightness contrast between the background and all text.
- Allow adequate space between lines/bullets for legibility.

- If browsed at a kiosk, carefully check timings and transitions. 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.

PowerPoint Presenter Tips:

- Avoid using the words “should, could, always, and never.” They have negative overtones.
- State directives in a positive and empowering manner.
- 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.*
- 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.)
- 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.
- **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 to “hide” your presentation.

- 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 the projector or cover the lens to avoid projecting your desktop or other unsightly screens.
- RELAX – all your preparation and hard work will result in a PowerPoint presentation that keeps your talk on track, & your audience will appreciate it!

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