



PowerPoint 411

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Overview (Intro)

- Thesis statement: PowerPoint is a powerful presentation tool.
- How do you increase audience's interest?
- Can public speaking be scary?
- How to break those annoying habits.

Pretest

(What do you already know?)

- What can you do to make a PowerPoint Presentation more interesting for your audience?
- What can you do to make a PowerPoint Presentation boring?
- Why don't you want to put a different background on each slide?

How can you increase the audience's interest?

- Know your audience
- Personal experience
- Graphics
- Humor
- Ask questions
- Presentation style - face the audience, speak up, make eye contact



Do you know your topic?

- Identify information needed
 - Do I have enough information?
 - What keywords will get results?
 - Did I use the best sources for my information?
- Watch Your **CARBS**
 - C= Currency (up-to-date)
 - A= Appropriateness & authority
 - R= Relevancy
 - B= Bias
 - S= Source
- Does it make sense?

Do I look nervous?

- Practice, Practice, Practice
- Breathe slowly and deeply
- Nervousness is OK





Why Keep it Simple?.... because brains like consistency!

- TMI!
- Limit use of backgrounds, animation, and transitions
- Limit use of colors (3 colors per slide)
- Limit use of different fonts (1 or 2)
- Use proper font size for your audience (>24)
- Limit slides to 6 lines or 36 words

Don't be Annoying!

- Animations



- Sounds

- CAPITAL LETTERS

- Graphics

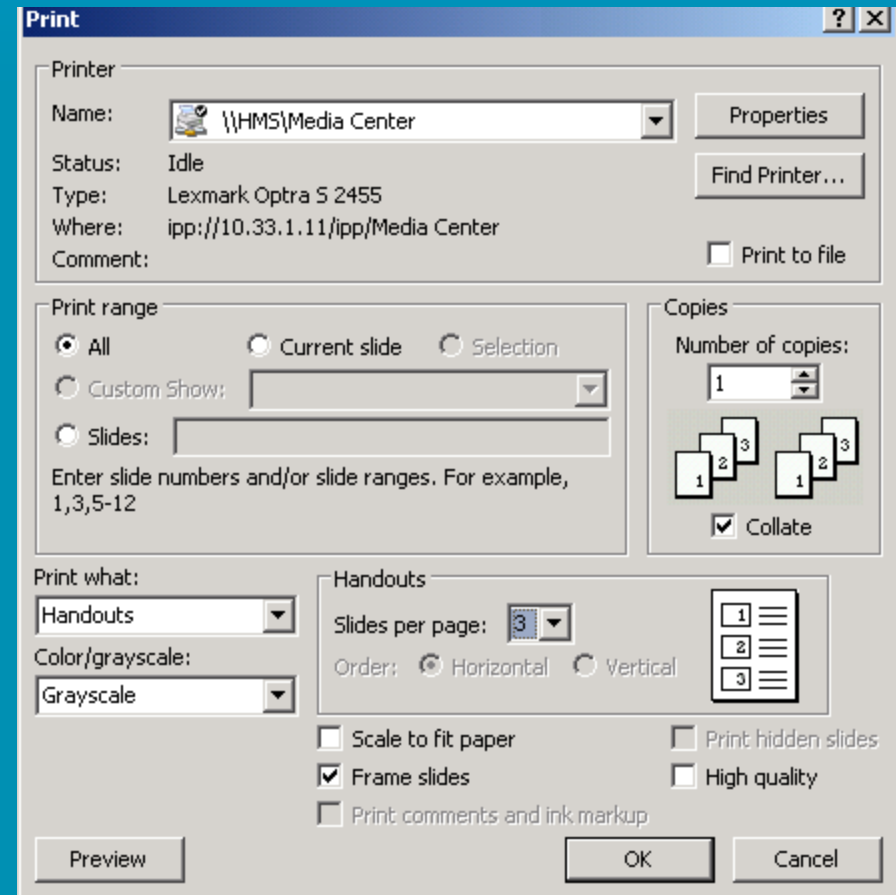


Plan, Produce, Present

- Complete your Storyboard
- Content slides 4 - 6 should be completed 1st
- Get approval of your storyboard before you begin your PowerPoint
- Complete all typing before you start anything else!
- Presentation
 - PowerPoint Presentation Scoring Guide

How do you print note pages?

- File / Print / Handouts
3 per page
- Write notes to yourself



In Summary...

- How do you increase audience's interest?
- Can public speaking be scary?
- How to break those annoying habits.

Post-test

- What can you do to make a PowerPoint Presentation more interesting for your audience?
- What can you do to make a PowerPoint Presentation boring?
- Why don't you want to put a different background on each slide?

Works Cited

Desrochers, Cynthia and Catheryn Cheal.

“Designing PowerPoint Lectures: The Brain’s Natural Cycle of Learning.” 6 Feb. 2004. 6 June 2005.

http://www.exchangesjournal.org/viewpoints/1146_Desrochers_Cheal.html>

Executive Communications Group. “Visuals Can Power Your Presentation” 2004. 6 June 2005.

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