PowerPoint Presentation Skills
Introduction

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Agenda

1. PowerPoint (and Beyond!)
2. Designing Your Slide Presentation
3. Presentation Tips
4. Words of Advice
PowerPoint (and Beyond!)
PowerPoint (and Beyond!)

Presentation Alternatives

- Google Slides
- Keynote
- Prezi
Interactivity
Interactive Elements

- **Quizzes and Surveys**
  - Example: *Kahoot!*
  - Design live quizzes, surveys, polls
  - Audience interacts simultaneously
  - *Instant on-screen results*
Interactive Elements

- Virtual Walls
  - Example: Padlet
  - Online tool where users can **collaborate** and add their idea/topic to the virtual wall
  - Photos, videos, music, documents
Interactive Elements

- Polls
  - Example: Poll Everywhere
  - Design polls and survey for your audience
  - Results update in real-time for all to see
Designing Your Slides
1. Choosing Your Theme
What is a Theme?

- Pre-made templates within your slide software of choice
- May have preset colours, font, text placement etc.
- Can make your presentation cohesive

PowerPoint

- This
- Is
- A
- Test
- Slide
When Choosing Your Theme....

- **Consider**
  - Who’s your audience?
  - Does the theme reflect your topic or product?
  - Example
    - Business Meeting - Presentation
Super Important Business Meeting

March 29, 2019
Super Important Business Meeting

March 29, 2019
2. Adding Text
What Makes a Slideshow Design Ineffective?

- Slides read word for word (60%)
- Text too small (51%)
- Full sentences used (48%)

○ Source: Bad PowerPoint Press Release 2003 survey
  www.communicateusingtechnology.com
● Try not to overload audiences with too much text
  ○ Especially text which is not helpful to the audience
  ○ Less is more
Don’t read word-for-word
  ○ Can become reliant
  ○ Create bullet points that will help you and the audience
TIP: Be consistent with your style of bullets
Example...
Example
Instead of This...

Slide 1:

- Instead of writing this
- Instead of writing this
- Instead of writing this
- Instead of writing this
- Instead of writing this
- Instead of writing this
- Instead of writing this
- Instead of writing this
Try to break up your bullet points into separate slides.
3. Font
When Choosing Your Font....

- Choose a font that is clear and easy to read
  - Example
  - Example
  - Example
A good title size
Verdana - 40 point font

A subtitle or bullet point size
- Verdana 30 point font

This is about as small as you want to go - 24 point font

This font size is not recommended - Verdana 12 point font
Fonts and Background Colour

This is a good mix of colours. Readable!

Low contrast colours. Difficult to read.

This is a good mix of colours. Readable!

Avoid bright colors on white backgrounds. Difficult to read.
4. Visuals and Multimedia
Visuals

- Images
- Infographics
  - Add interest
  - Can be substitute for text overload
Visuals

- Charts and Tables
  - Ensure it is legible
Multimedia

- Can embed videos into presentations
  - Keep a copy of file on hand for PowerPoint
Hyperlinks

- Hyperlinks are useful to refer to external websites or documents
  - This is what a hyperlink would look like in this slide
Animation

Don’t forget you can add Animation to your text and images!
Presentation Tips
Presentation Tips

- Be cautious of your body language:
  - Eye contact
  - Posture, fidgeting
  - Position within the room

- Your audience’s body language
  - Read the room
Presentation Tips

● Clothing Choices
  ○ 1. Dress to Feel Good
  ○ 2. Dress for the Context (Venue, Event)
  ○ 3. Avoid Distracting Clothing
Presentation Tips

● Be mindful of your speech:
  ○ Pacing
  ○ Pauses
  ○ Clarity
  ○ Enthusiasm and energy
    ■ Key for keeping listeners engaged
Engage the Audience

- Invite questions
- Ask the audience for their opinions and input
- Bring them into the conversation
- Polls, surveys etc.
  - As simple as, “raise your hand if” situations
Final Words of Advice
Want to know how you present?

TIP:

- Try recording a lesson or presentation
- Watch, reflect and identify ways you could improve
TIP:

- Seek out examples of well-produced slide presentations
  - Google
  - Pinterest
  - Design Blogs
  - Slide Share
Thank you for listening!

QUESTIONS?