

Microsoft® PowerPoint provides all the tools you need to create a professional presentation or slide show. The following are a few helpful tips to consider when creating your presentation:

Preparation

- A good presentation should flow like a movie, or a story – consecutively moving in logical sequence from one scene to the next.
- Identify and understand your audience.
- Avoid unnecessary detail by defining and sticking to the key concepts.
- 12-15 slides are considered by many to be an average presentation
- Understand and know your subject. It's always much more interesting to listen to someone who knows, and is passionate about the subject.
- Practice, practice, practice.

Design

- Keep it simple.
- Use as little text as possible.
- Use as many graphic images as possible; use the presentation to visually tell your story.
- Use the slide master for consistency.
- The default size for titles is 44 points, with a 28 to 34 bold font recommended for subtitles. Use a minimum of 18 point – 20 to 24 is recommended for text.
- Sans serif fonts are recommended for titles.
- Ensure sufficient contrast between the background color/images and the color used for fonts. You want to make sure the person in the back of the room can see the presentation.
- Maintain consistency in the placement of headings, graphics, and text.
- Animation is good, but don't overdo it. Everything in your presentation should be there for a reason. Animation should be used sparingly and consistently to create an impact, or help in transitioning from point to point.

Text

- Use as few words as possible on each slide. PowerPoint slides are not cue cards. You want the audience listening to you; not busy reading the screen.
- If at all possible, let images convey your message.
- Stick with the same size, color, and choice of font throughout the presentation.
- If you're showing statistics, cite your source on the same slide as the statistic; using a smaller font.

Presentation

- Know your presentation. Think in terms of concepts and ideas over reading word for word.
- Arrive early to ensure everything is set up and functioning properly.
- There are differing opinions on handouts. Some view them as essential, while others feel they are a distraction and prefer to hand them out at the end of the presentation.
- If handouts are being used, print additional copies – just in case.
- Catch your audiences attention by stating the problem or topic right at the beginning.
- Project your voice, speaking clearly and at a moderate rate of speech.
- Make eye contact with your audience; looking at your notes as little as possible.
- Allow time for questions and answers at the end of the presentation.
- Relax!

Heading - 44 point

Subheading – 28 to 34 point

Text – 20 to 28 point

Color Combinations

Ensure sufficient contrast between the background color and font color

**White
Background**

Black Text

**Black
Background**

White Text

**Blue
Background**

Pale Blue Text

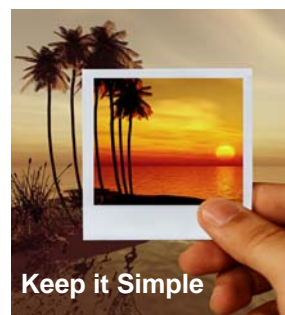
Good contrast

Bad contrast

Which slide has greater impact...

**Presentation
Goal #4**

- Keep it simple
- Use as few words as possible
- Let images convey what you want to say

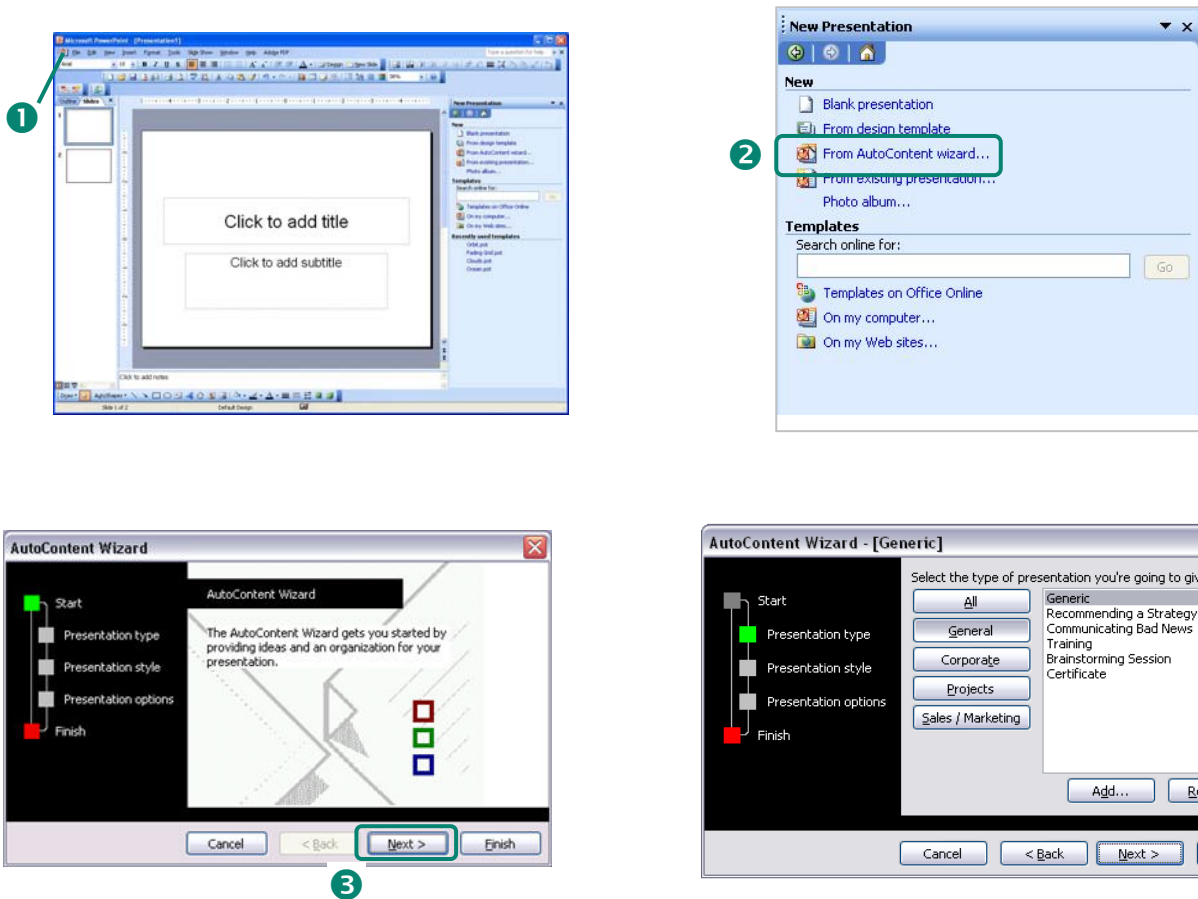


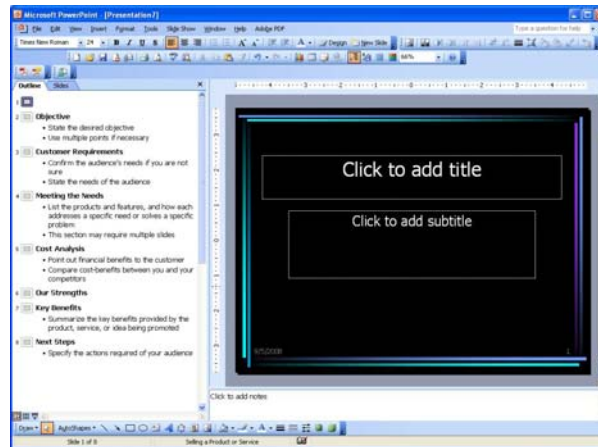
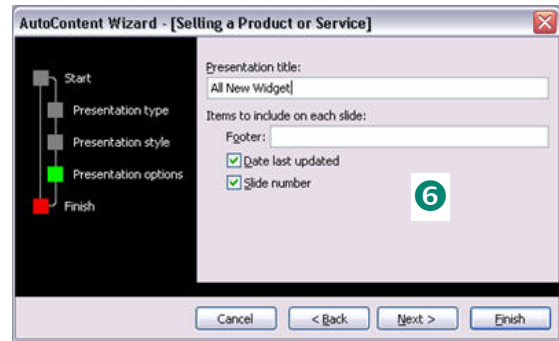
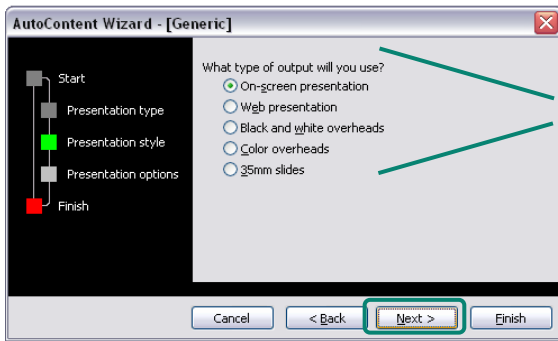
AutoContent Wizard

When you first open PowerPoint, it automatically opens to a blank presentation with a **Title Slide** layout. If you're new to PowerPoint, the easiest way to create a new presentation is by using the AutoContent Wizard. The AutoContent Wizard walks you step-by-step through the creation of a slide show. The Wizard will help you in creating the "skeleton" of a presentation by providing a layout template and an outline based on the type of presentation you select. Once you're finished, you'll be responsible for adding content.

Step-by-Step

- 1) To create a new presentation using the AutoContent Wizard, select **New** from the **File** menu.
- 2) Select **From AutoContent Wizard** on the New Presentation task pane under the **New** category to open the AutoContent Wizard dialog box.
- 3) Click **Next** in the AutoContent Wizard dialog box Welcome page.
- 4) The next screen provides four available categories to choose from (**General, Corporate, Projects, and Sales/Marketing**). Clicking on any of the four categories produces a list of subcategories to narrow down your selection. General and Corporate provide six different templates to choose from, while Projects and Sales/Marketing each provide three templates. Click on any one of the template options, then click **Next**.
- 5) The next step is the presentation output – the type of media that will be used to display your presentation. (**On-screen presentation, Web presentation, Black and white overheads, Color overheads, 35mm slides**) The majority of presentations are on-screen presentations because they are shown on a computer or by using a projector. Choose your format and click **Next**.





- 6) The last step is to give your presentation a title, and add any recurring information to be included. i.e., **footer text** – text shown at the bottom of each slide, **date** – shown at the bottom left corner of each slide, and **slide number** – displayed in the bottom right corner of each slide. Once you're finished, you can either click the **Finish** button or the **Back** button if you want to make any changes. If you click the **Next** button, PowerPoint takes you to a screen telling you that you have answered all the questions, and to click **Finish** to end the Wizard.

The new presentation you've selected will be displayed in the window, and the navigation Outline tab selected with an Outline template based on the type of presentation you chose. Edit each slide to reflect your topic and content.

Keyboard Shortcuts

| | |
|--------------------------------------------|------------------------------------------------------------------------------------|
| Ctrl++Shift+F (use the up/down arrow keys) | Change font in Font box located on the Standard toolbar; click Enter when finished |
| Ctrl+Shift+P (use the up/down arrow keys) | Change font point size in Font Size box located on the Standard toolbar |
| Ctrl+Shift+> | Increase font size |
| Ctrl+Shift+< | Decrease font size |
| Alt+Ctrl+Shift+> | Superscript |
| Alt+Ctrl+Shift+< | Subscript |
| Ctrl+C | Copy highlighted text |
| Ctrl+X | Cut highlighted text |
| Ctrl+V | Paste text |
| Ctrl+Z | Undo |