

# Power Point

## A Basic / Simple Approach

### What is Power Point?

- It is a method to add a visual aide to your presentation
- It is an outline to a presentation
- It adds depth and a focal point to your presentation
- Provides a format for note taking

### Color or Not to Color?

- When deciding to use color or a variety of colors. What should you consider

### Which is it?

- Color can create a visual barrier or color can create texture
- Color can be distracting or color can be intriguing
- Color can be invisible or color can hold interest

### Picture Please!

- Before adding pictures or clip art consider your purpose of the addition
- Are you adding meaning or distraction

### Animation – Oh How Fun!

- Will words shooting onto the page add to your presentation
- Do flashing letters spinning onto the screen add meaningful
- Is my vision going is that a fade effect

## **Three by Three Rule**

- No more than 3 font sizes
- No more than 3 font styles
- No more than 3 font colors (or three colors)

## **Six by Six Guideline**

- Try to limit your slide content to...
- 6 lines of text or bullets per slide
- 6 words per line
- No more than 36 words per line

## **Always Create for Your Audience**

- Consider who you are presenting to
- What points do you want to make
- How will the Power Point be used in your absence

# PowerPoint Basics

## Do's

- **Keep it simple:** information should be brief
- **Stay consistent:** Focus on the content not the fancy font, back grounds, or color. Changing with every slide is difficult to adjust to for comprehension
- **Build your presentation for your audience:** the slides are an outline and should be used to reinforce key points.
- **Keep Bullet points short and clear:** these should be an “at a glance” bits of information
- **Graphics and pictures:** use meaningful inserts that add to your presentation and do not clutter the slides

Less is More:

White space improves comprehension

## Don'ts

- **Avoid too many elements on one slide:** 3 by 3 rule
- **Don't build your presentation totally on bullets:** Boring!
- **Don't place images randomly:** a grid or pattern of placement is most effective
- **Careful on Word Art:** Jazzed up vs Jumbled up
- **Slides do not equal handout:** if your slides also function as a complete handout, you have too much information on them

# Using Bullet Points

- **When to use Bullets:** To remember Key Points, triggers or memory joggers
- **What is a good Bullet:** Short, 6 words or less, a note
- **How many Bullets do I use:** no more than 6 per slide
- **Maintain Readability:** Font for Bullets should be smaller than title on page, list in manner of importance, must be readable
- **Be Consistent:** If using Bold, Underline, or Italics, use them for the same reason each time
- **Proof Read:** check for use of punctuation, capitalization and spelling errors

## Clip Art

- Clip art can work for you or against you
- Be certain that the art you choose adds to the point in the slide
- Maintain style, and color to ensure consistency
- You can retrieve clip art from “insert”, “my pictures”, the web, or any files on your hard drive

## Auto Shapes

- Can assist you in organization of your over all presentation
- Click on “insert” then “picture” and then “shapes”

## Organizational Charts

- Although not used often, they can be a useful feature
- Click on “insert” then “picture” and then “organization charts”
- This feature allows you to create the chart right into the slide

# Animation

Animation can trigger vertigo, distract from the subject, and be difficult to follow. When using animation ask yourself this: do you want to gently switch topics or yell out loud.

Animation can be used at the entrance of a slide the exit or to add emphasis.

- **Subtle:** gentle motion that is not distracting
- **Moderate:** used to draw attention to the area or element
- **Exciting:** to communicate a feeling you are trying to evoke

To use animation click on “design”, your choices will appear on our left

# Contrast

Not all color combinations work for projected presentations. Contrast is necessary for a visually attractive and comprehensive slide show.

- Too little color change may not appear on a projected slide
- Too much may difficult to look at
- Watch out for layering similar colors. Some people mostly men, have color blindness which prevents them from seeing certain colors or hues.
- Too much color or too solid or bright colors are difficult to look at and do not print well for a reference sheet or handout

# Handouts

When printing handouts you have choices. Under the “Print” feature you can choose to do one to six slides per page. You may choose to create an area for notes on the page. Just keep in mind how the handouts are intended to be used once you walk away. This will assist you in how you print them out.