

Take the Pitfalls out of Presenting with PowerPoint

Rules of Use:

1. 6 x 6 Rule - No more than 6 lines per slide or 6 words per line
2. Use contrasting backgrounds with Text
 - a. Dark background with light text for large rooms
 - b. Light background with dark text for small viewings
3. Use different color of text to be retained
4. Use transitions and animations to enhance your point if necessary
5. Keep it Simple – enhance your speech, don't replace it
6. NEVER read your slides (this is not a teleprompter)
7. Show the slide, view the slide, then discuss the slide
8. Black out your slide show when not in use ("B" on your keyboard)
9. Minimize animation over the Internet (lowest connection speed)
10. Utilize sound if you can't make it – then get a good sound system

3 types of Learners:

Auditory – they need to hear it

Visual – need to see it (pictures are great)

Kinesthetic – touch and textures (grab their emotions)

Use Photos:

Your own are best as you own them

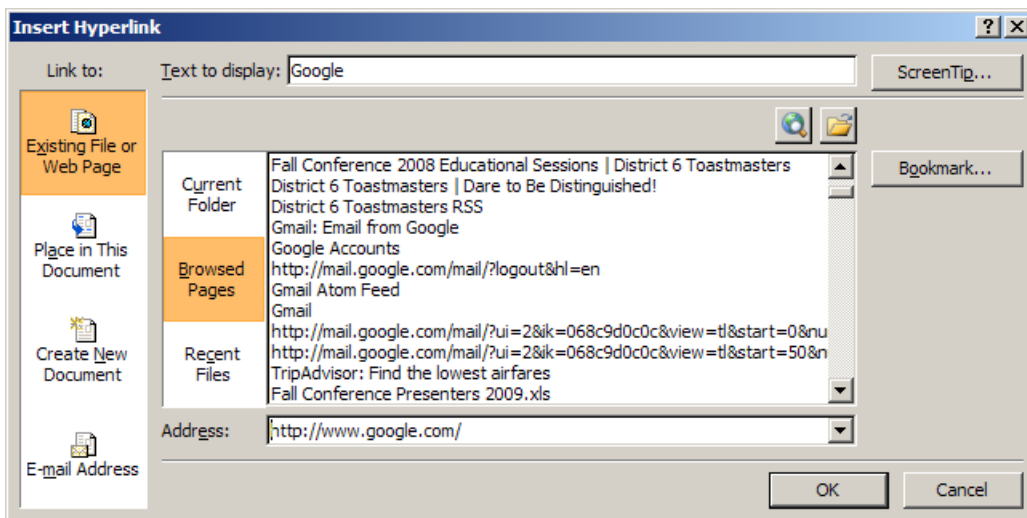
Free share – be careful here as they may be free for non-commercial only

Purchase on legitimate sites and read commercial licensing

Some Shortcuts and Tricks of Use:

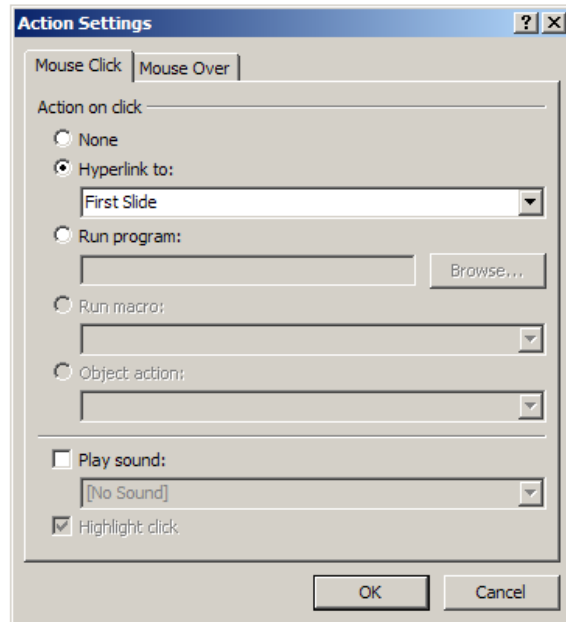
When going from slide show to other programs – use Hyperlinks

1. Create the picture or word to hyperlink and highlight it
2. Right click – **Hyperlink**
3. Select the type of hyperlink and what is to be linked, **OK**.
(make sure that if it is a file, it will be in the same place when you run the show)



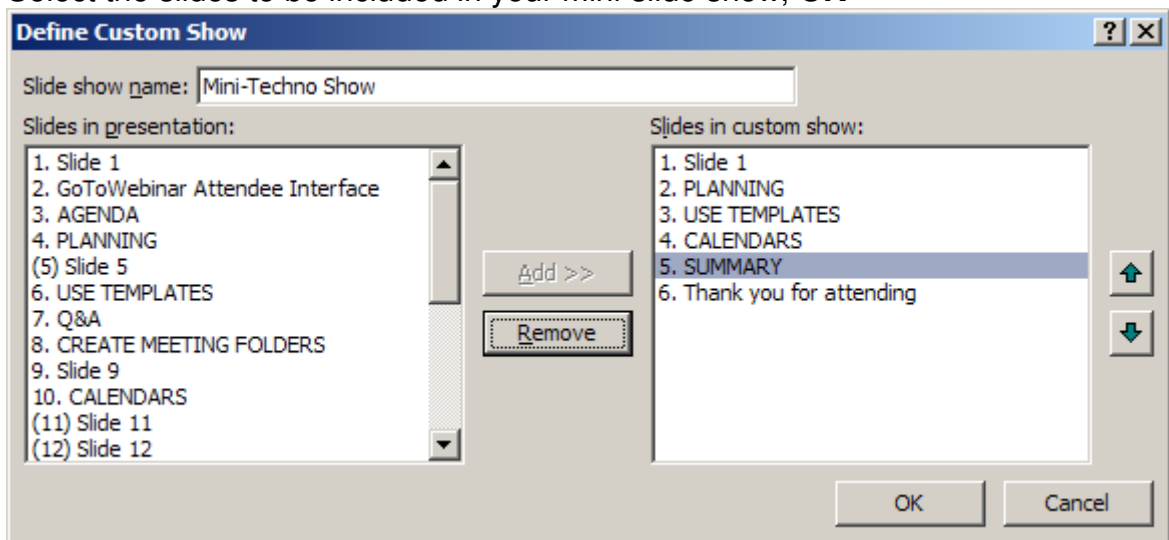
Add Action buttons to slides

1. **Insert, Shapes, Action Buttons**
2. Select the type of button to add
3. Draw it onto the slide by making a square with your mouse (click at one corner and drag your mouse to the other corner to the size of your button).
4. Complete the Action Settings, **OK**



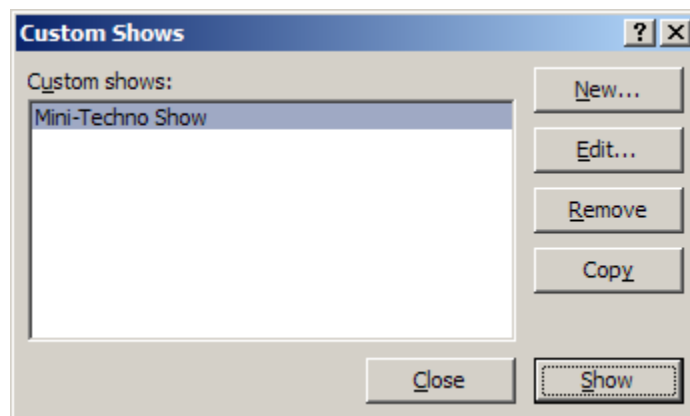
Make Mini-Presentations out of Long ones

1. **Slide Show, Custom Slide Show, New**
2. Give your new presentation a name
3. Select the slides to be included in your mini-slide show, **OK**



Show your Mini-Presentations

1. **Slide Show, Custom Slide Shows**
2. Select the show you want
3. **Show**



Using PowerPoint

Where you will be using PowerPoint will make a difference as to what it contains.

- Board Room or small venue
 - o Light background
 - o Dark text
 - o Animation that enhances the point is ok
 - o Sounds and/or Videos are ok
- Large Venue (more than 5 rows away from screen)
 - o Dark background
 - o Light Text
 - o Animation minimal or not at all
 - o Unless you have a good sound system – no sounds
 - o Unless you can darken room and have a good resolution – no video
- Kiosk or trade show
 - o Various backgrounds
 - o Utilize colors
 - o Animation will enhance the self-running program
 - o Transitions should be automatic and not waiting for mouse clicks
 - o Slide show may need to loop continuously
 - o If at a trade show, it might be too loud for sound

How to set up your PowerPoint

- Your laptop/projector – check cords and bulbs
 - o Shut off Screen Saver
 - o Shut down automatically running software
 - o Open items you are linking to so it opens faster during presentation
 - o Double check Internet Connection if you are using one
 - o Make a copy of your presentation on a USB in case your computer crashes
- Someone else's computer/projector
 - o Have your presentation and any linked documents on USB drive
 - o Save your presentation as Pack and Go or Package for CD (that way if they don't have PowerPoint, your show can still play)
 - o Do not include videos or sound as they might not have the programs to run them nor the sound system

Thank you for attending. For more by Burnside Dynamics, visit us at:

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