
The *Presentation* Presentation

Date: Wednesday, March 1
Instructor: Aurea Osgood

Agenda

- PowerPoint
- Presentation Organization
- Frequently Asked Questions
- Presenter Styles, Audience, Handouts
- CFDR Resources

To PowerPoint or not to PowerPoint

- “Using PowerPoint is like having a loaded AK-47 on the table: You can do very bad things with it.” - Peter Norvig
- “If your words or images are not on point, making them dance in color won't make them relevant.” - Edward Tufte, Professor Emeritus, Yale University

PowerPoint Basics

- PowerPoint is a Microsoft Office program.
- PowerPoint uses the same format tools as Word or Excel.
- Example...

Presentation Organization

- Beginning

- Introduce yourself and your affiliation.
- Use a powerful opener...get the audience's attention.

Presentation Organization

■ During

- ❑ Speak clearly and slowly.
- ❑ Use voice inflection.
- ❑ Move with intent.
- ❑ Add detail to your slides.
- ❑ Break up the presentation with quotes, stories, examples, etc.

Presentation Organization

- End
 - Leave room for questions and comments.

General Notes

- 6 x 6 Rule

- No more than 6 lines per slide.
- No more than 6 words per line.

- KISS

- (**K**ee**P** **I**t **S**imple **S**tupid)

General Notes

- Size matters
- Font matters
- Contrasting colors
- Be consistent

Size Matters

- This is Arial 36.
- This is Arial 30.
- This is Arial 20.
- This is Arial 10.

Size Matters


- This is Times 36.
- This is Times 30.
- This is Times 20.
- This is Times 10.

General Notes

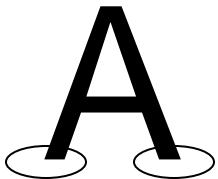
- Size matters
- Font matters
- Contrasting colors
- Be consistent

Font Matters

- Serif



- Sans Serif



Avoid:

- **Broadway**
- *Brush Script MT*
- Courier New
- *Harlow Solid Italics*
- Old English Text
MT
- *Vladimir Script*

Font Matters

- Font Matters
- **Font Matters**
- Font Matters
- *Font Matters*
- FONT MATTERS
- Font Matters
- Font Matters
- Font Matters

General Notes

- Size matters
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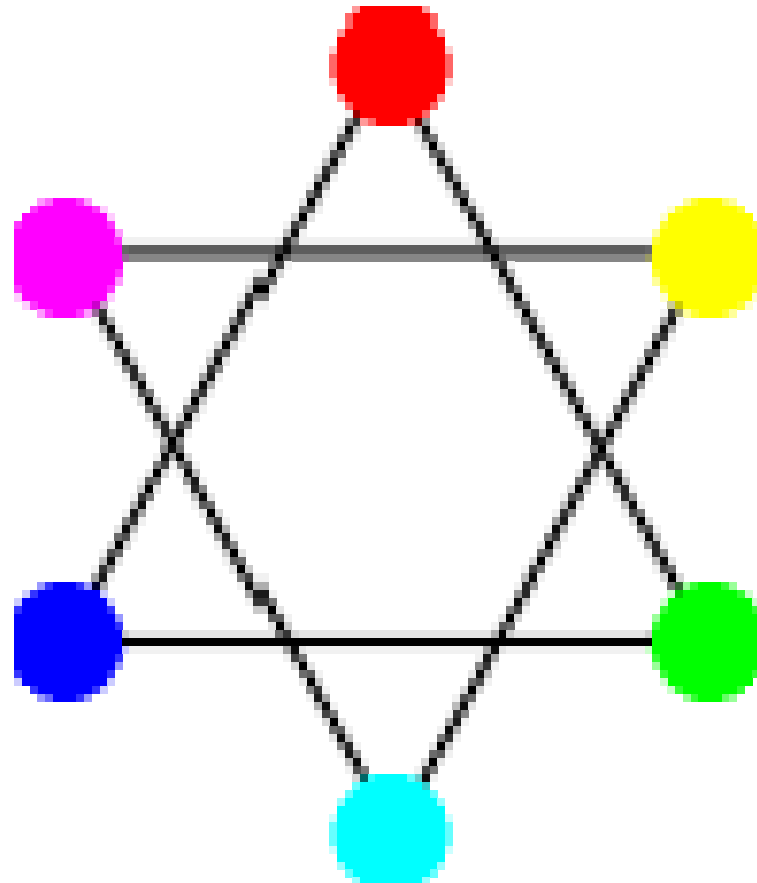
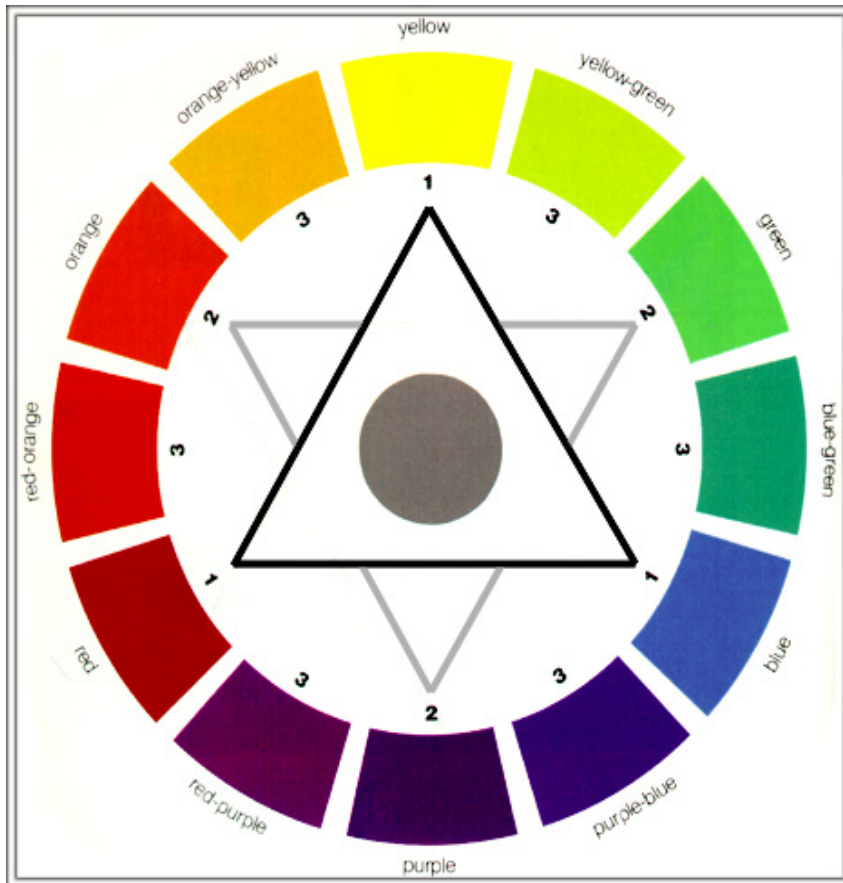
Contrasting Colors

- This is dark on light.

Contrasting Colors

- This is light on dark.

Contrasting Colors



Contrasting Colors

Contrasting Colors

Yellow on Blue

Purple on Green

Blue on Yellow

Green on Purple

Harmonizing Colors

Yellow on Green

Red on Purple

Green on Yellow

Purple on Red

General Notes

- Size matters
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- Contrasting colors
- Be consistent

Be Consistent

- Transitions

- Avoid using “random” animation schemes.

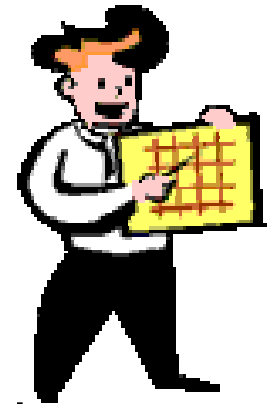
- Text/Font

- Limit to one or two fonts, colors and styles.

- Format

- Use a PowerPoint template.

General Notes

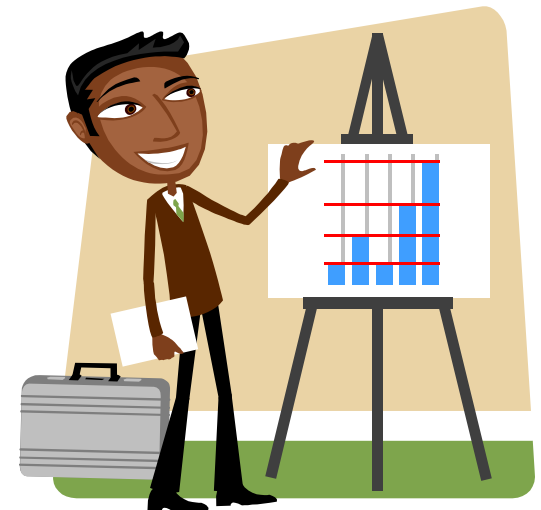


■ Graphics

- Graphics should be a complement, not a substitute.
- Limit to graphs, tables, diagrams, photographs.

■ Text arrangement

■ Grammar



General Notes

- PowerPoint as Entertainment
 - Animation Options
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Frequently Asked Questions

- When should I use numbers?

- Numbers

- For lists with sequence

- When should I use bullets?

- Bullets

- For lists without priority, sequence or hierarchy

Frequently Asked Questions

- How can I toggle between PowerPoint and the internet?
 - [Hyperlink](#)

Frequently Asked Questions

- How can I make a table or graph in PowerPoint?
 - Create in PowerPoint
 - Create in Excel/Word and insert

Presenter Styles

- Do not read from the screen.
- Talk to the audience.
- Do not turn your back on the audience.
- Speed




Audience

- Know your audience.
- Types of Audiences
 - Silent and Staring
 - Know-It-Alls

Handouts

■ Header

- ❑ Name
- ❑ Affiliation
- ❑ Contact (e-mail)
- ❑ Date
- ❑ Conference

	_____
	_____
	_____



Practice!

- Practice makes perfect.
- Have a backup.

CFDR Resources

- CFDR PowerPoint Templates

Additional Comments

- Custom Animation
 - “Slide Show” – “Custom Animation” (a toolbar will appear on the left side)
 1. Highlight what you would like to animate.
 2. Click “add effect” on toolbar.
 3. Choose the effect you would like.

Questions?

~CREDITS~

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No animals were harmed during the making or production of

this presentation.