



## How to Enhance Your PowerPoint Presentation

The most important point to realize when using PowerPoint is that your slides are NOT your speech. They are just aids for your audience.

### INVENTION

- Keep it Simple—do not put anything unnecessary on the slide.
  - No more than 3-5 bullets on a slide
  - Use phrases rather than full sentences
  - Avoid sounds, fancy transitions, timed changes
  - Don't have too many slides (at the most 1 slide every 2-3 minutes)
  - Images are sometimes better than words

### DESIGN AND ORGANIZATION

- Consistency: Align items on each slide and keep alignment consistent between slides.
- Contrast: Dark text on a light background or white text on a dark background work well. The goal is to make slides eye-catching without making them distracting.
- Colors: Match color to purpose. If you are presenting serious material, use black & white.
- Fonts: Do not use too many fonts. No more than two is best.
- Size: Make sure everything can be seen and read from the back of the room.
- Pictures: Remember that pictures and graphs can be catchier than bullets. Choose pictures that will engage the audience instead of distract them.
- Flexibility: Build pauses into your presentation to allow for questions.
- Focus: Remember that you want your content to be the focus, not your technological skill.

### PRACTICE

- Make sure you know how to use the technology. Practice on the actual machine. (Does it have PowerPoint? What version of PowerPoint does it have? Does it have a USB port?)
- Have a back-up plan in case of technical difficulty. Be sure that you will still be able to present without your slides.
- To transfer from a Mac to another computer name document with: .ppt
- Know how to go forward, backup, and quit.
- Print out a copy of all your slides on one sheet of paper so that during the presentation you will know what is coming next.

### DELIVERY

- Start without a slide and the lights on. This will allow you to establish your credibility and connection with the audience.

- Credibility—How do I know?
  - Interest—Why should I care?
- Talk to the audience, not your slides. Remember eye contact is crucial! Avoid turning your back on the audience.
- If you need to point to something:
  - Use the mouse or the drawing tools. The latter requires practice!
  - Use a pointer but continue to face the audience partially.
- Keep it slow. Do not move through the slides too quickly. You may be familiar with the material but your audience is not.
- Keep the slide displayed in sync with what you are saying.
  - When you are finished with a slide get rid of it.
  - Do not let your audience read ahead. Reveal points only as you address them in your speech. To facilitate such moments use a neutral or blank slide.
- Remember that you are giving the presentation. PowerPoint is only meant to complement and enhance your presentation. Your slides should not contain all the information/text of your oral presentation.