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.