How to Make a Powerful PowerPoint Presentation?

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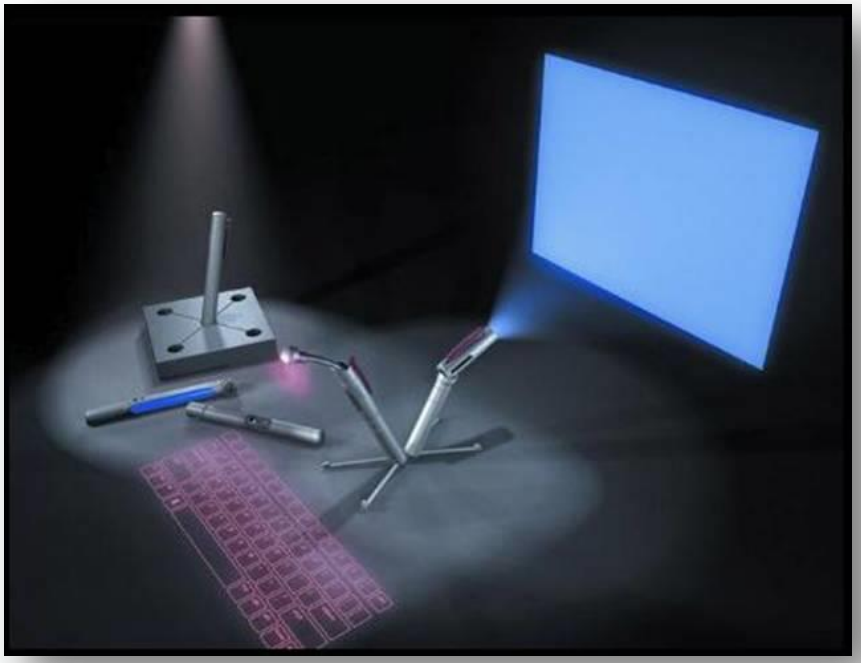
In 451 B.C. Confucius said:

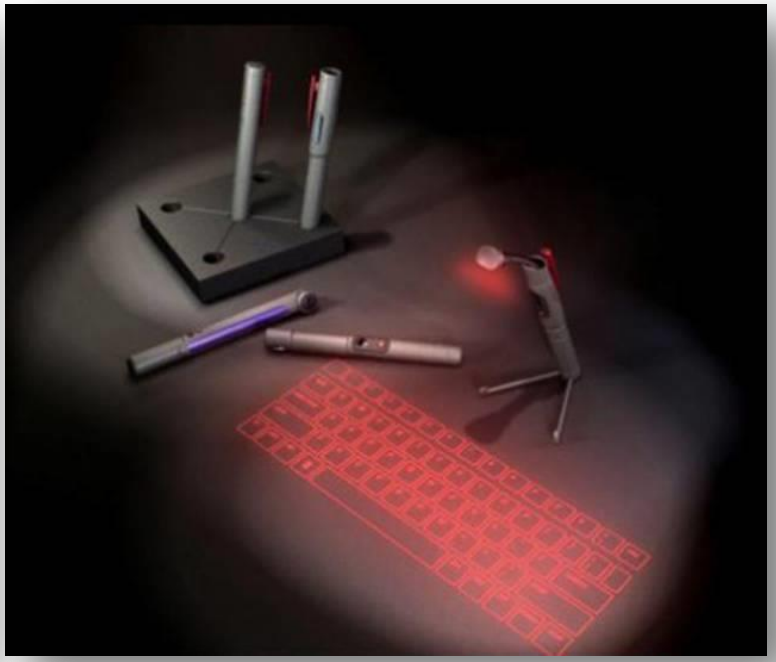
"What I hear I forget; What I see I remember; But what I do I understand"

Learning Styles Through Which People Assimilate Knowledge

- Visual
- Auditory
- Reading and writing
- Kinesthetic

Modern Presenters and Electronic Presentation

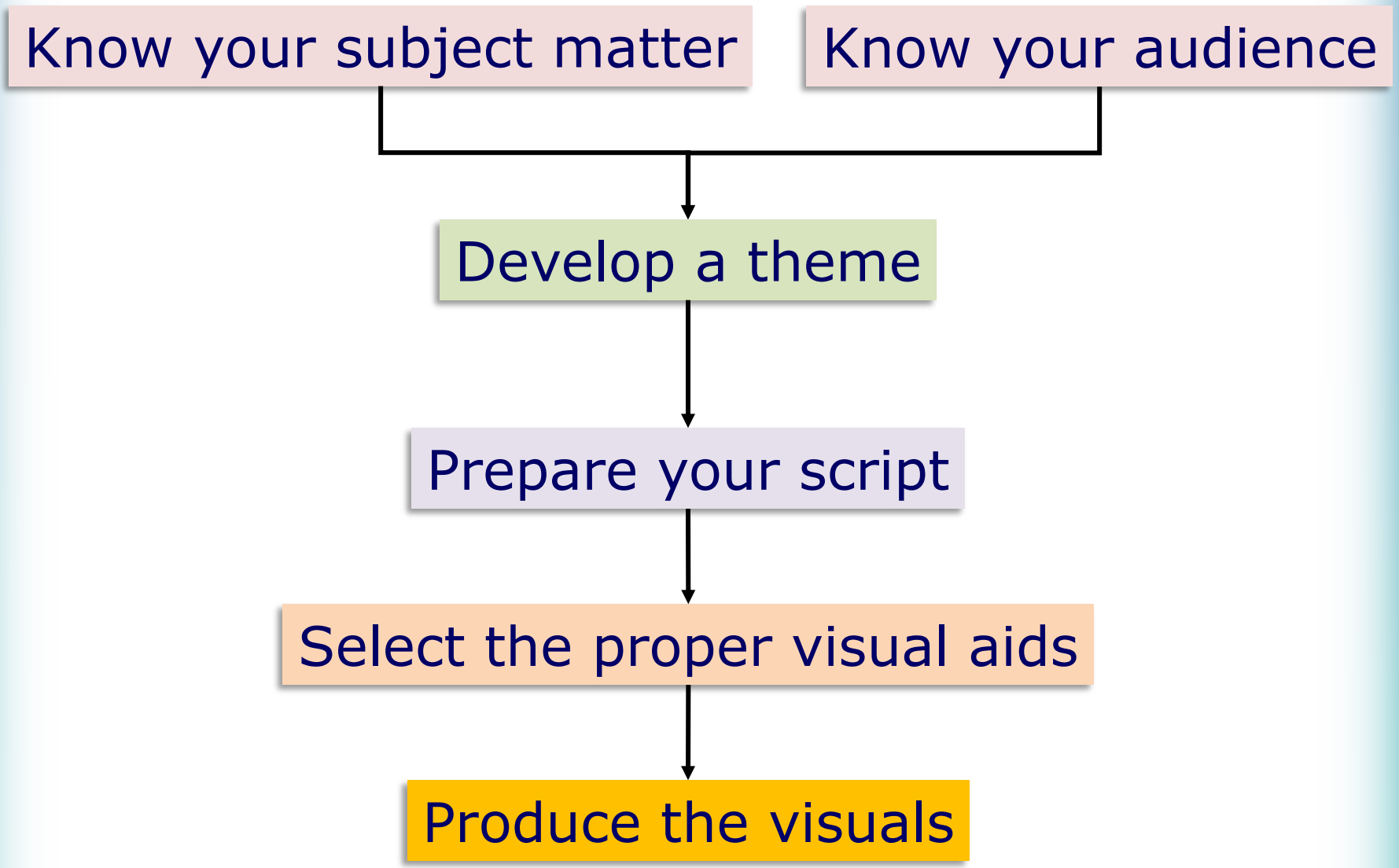




What I Am Going to Talk About?

- Key Steps in Developing a Presentation
- Presentation Outline
- How to Choose Font?
- How to Choose Color?
- Tips for Professional Slide Preparation Using PowerPoint
- Tips for Effective Presentation

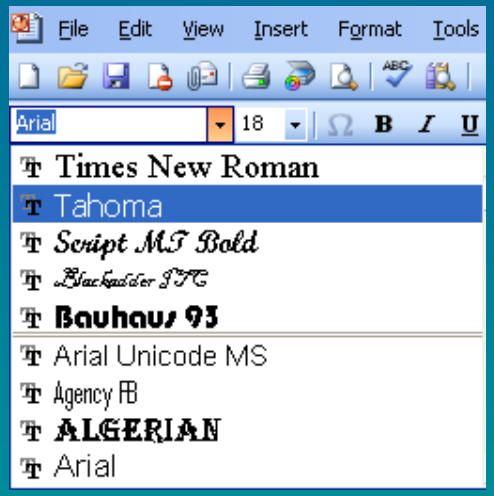
Key Steps in Developing a Presentation


Know your subject matter
Know your audience
Develop a theme
Prepare your script
Select the proper visual aids
Produce the visuals

Presentation Outline

- Title/author/affiliation
- Introduction
- Agenda
- Vocabulary
- Topic one
- Topic two
- Summary
- Where to get more information
- Questions and comments

How to Choose Font?



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Underlining is an ineffective way to emphasize.

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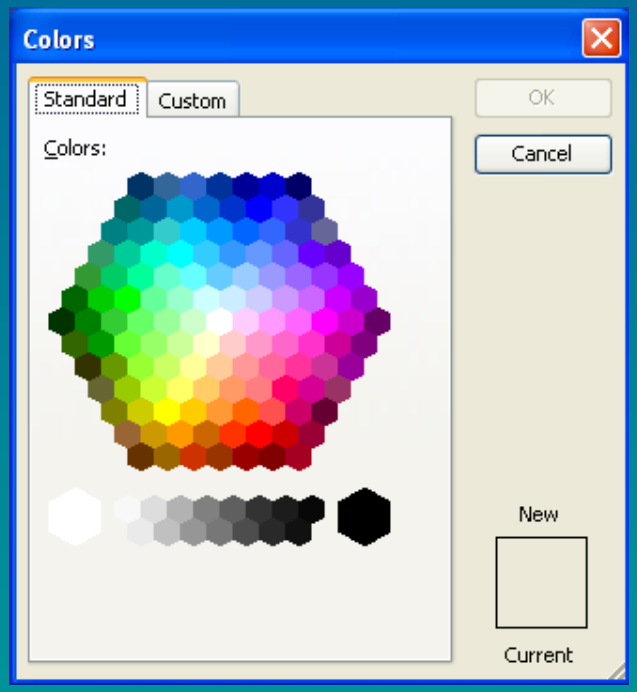
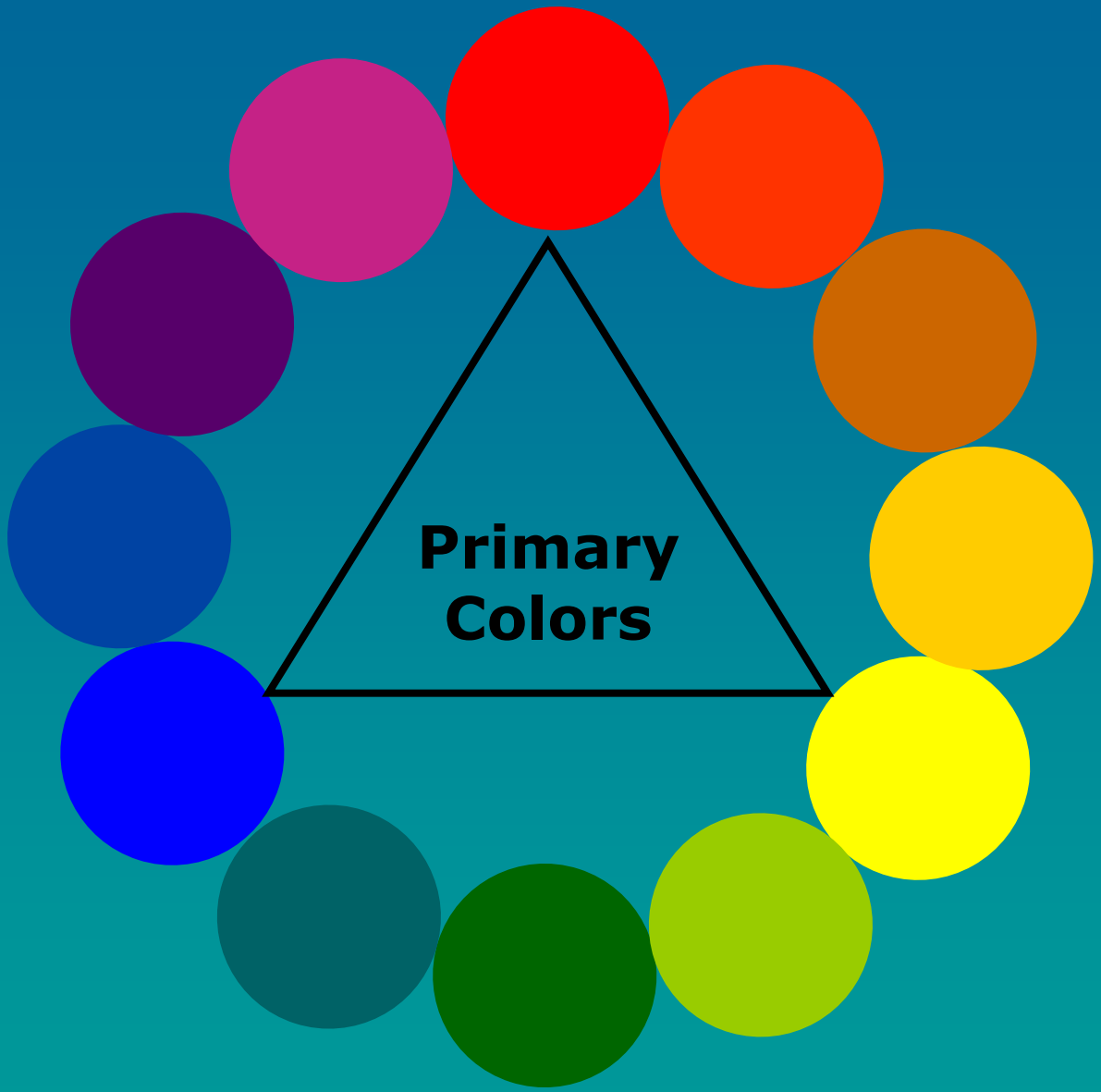
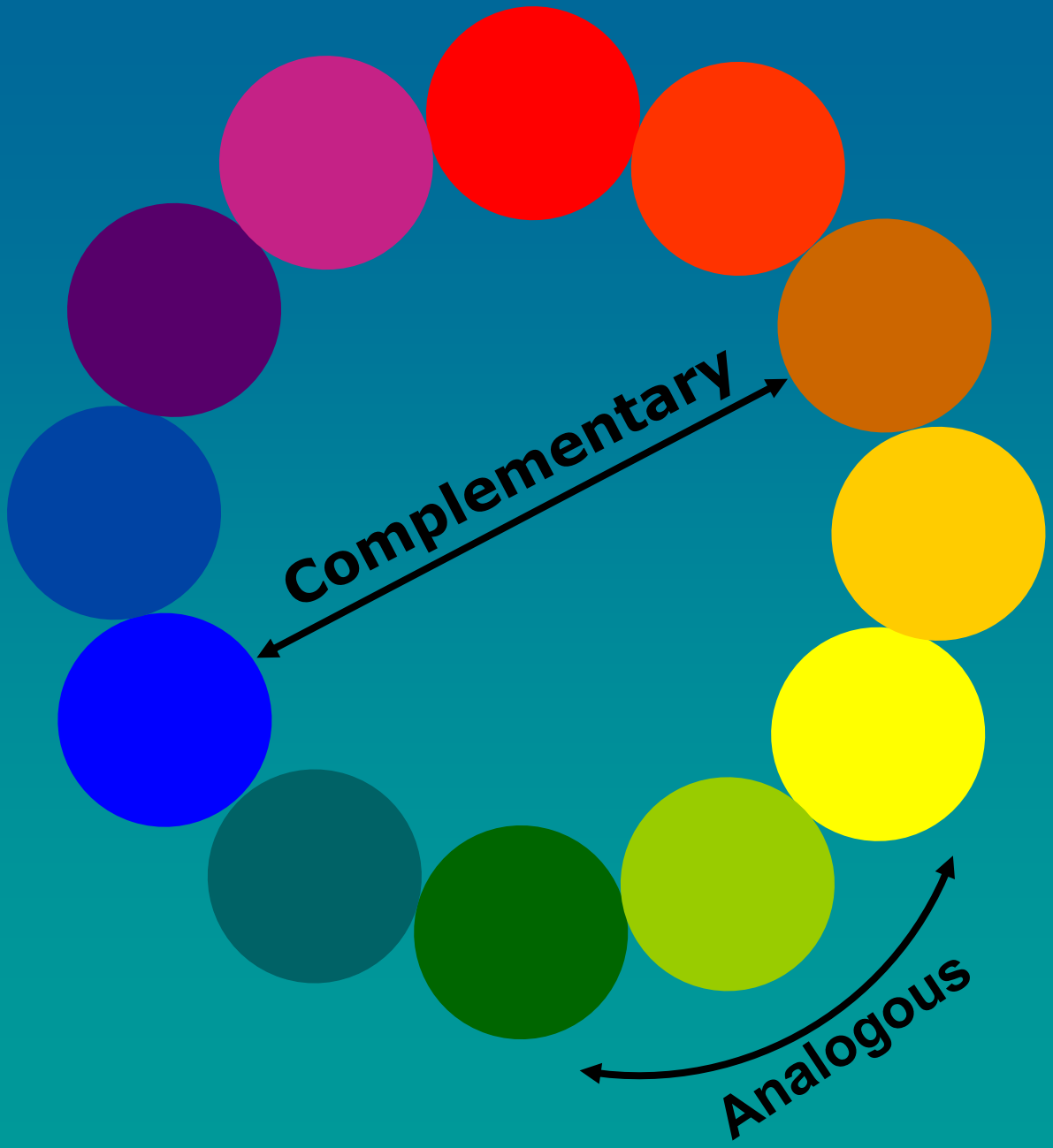
How to Choose Color?



Some Basics on Color

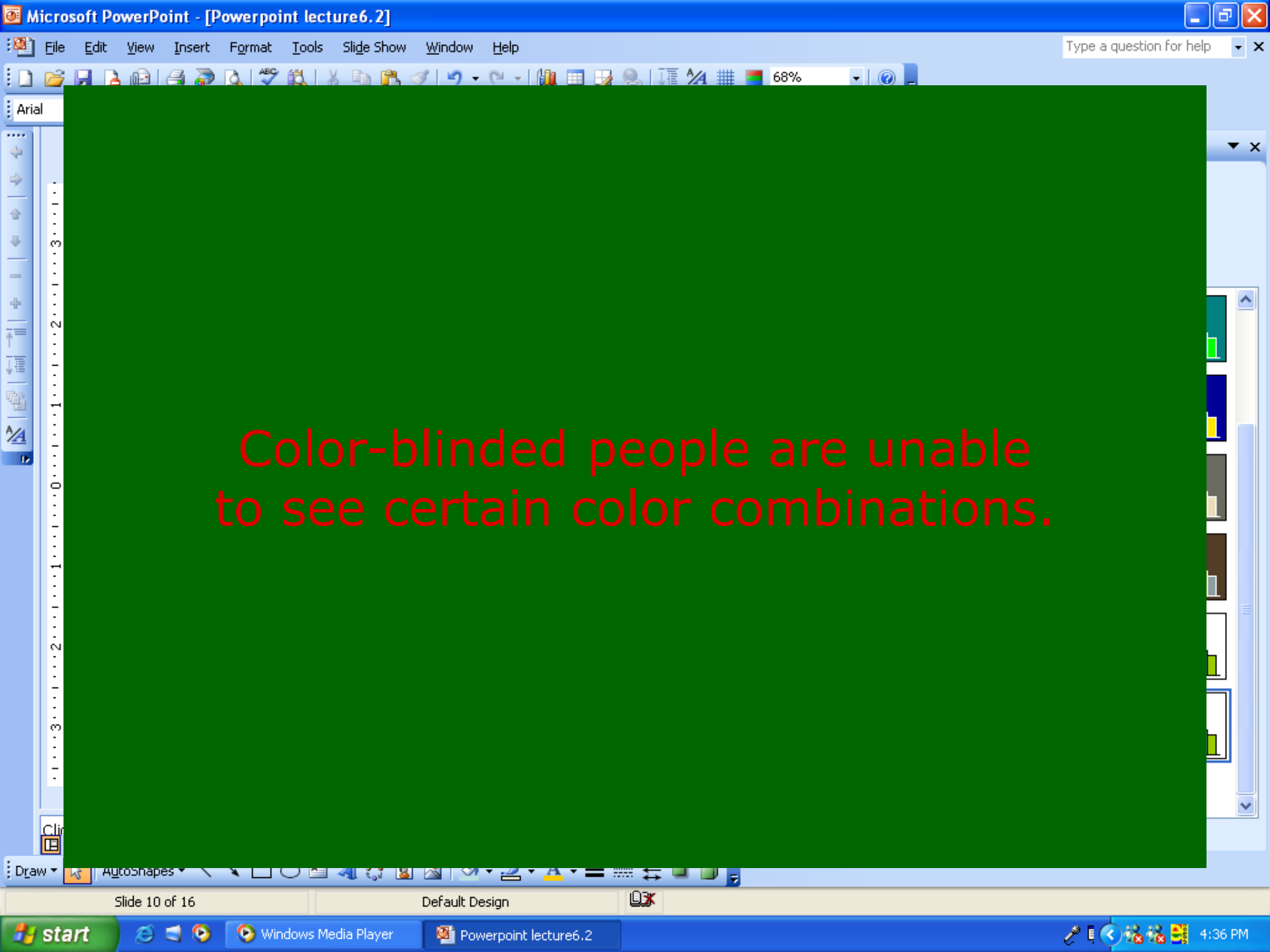

Primary
Colors


Complementary
Analogous

Tips for Color Selection

- Consider your subject

Global Warming


Microsoft PowerPoint - [Powerpoint lecture6.2]
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Type a question for help
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Arial
Color-blinded people are unable
to see certain color combinations.
Draw AutoShapes
Slide 10 of 16
Default Design
start
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Tips for Professional Slide Preparation Using PowerPoint

- Consistency is king
- Organize the elements of the slides
- Make sure of legibility
- Use visual instead of bulleted list
- Avoid “mega data” slides
- Create “self-evident” slides

Tips for Professional Slide Preparation Using PowerPoint

- Create 1 slide per 1-2 minutes of presentation
- Limit each slide to one concept
- Keep the message center stage, not technology
- Eliminate unnecessary or repetitious points
- Always proof your slides

Discussion

Tips for Effective Presentation

- Avoid “laser light” shows!
- Keep room light bright, if possible
- Never apologize
- Always finish with “thank you”
- Be ready to end your presentation
- Be prepared for the worst

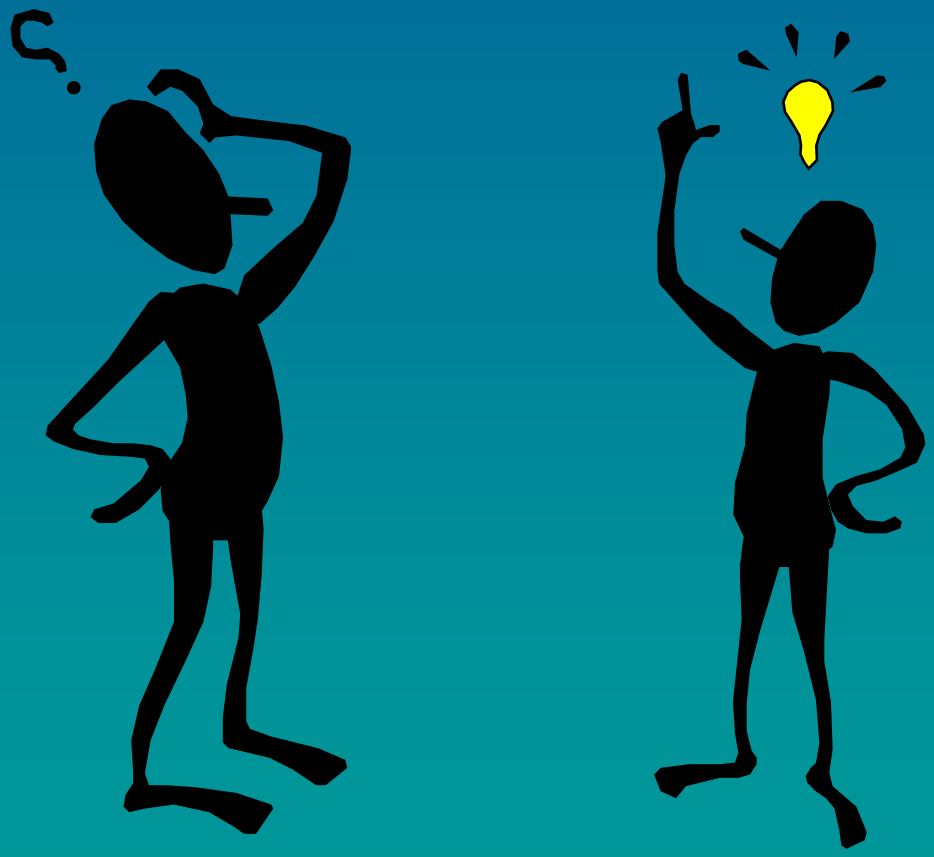
Summary

- Have a central message and stick with it
- Use simple, plain fonts
- Use colors that contrast
- Be creative
- Don’t overuse PowerPoint
- Remember:

“You are the presenter and PowerPoint is your visual aid”

Resources for More Information

- http://www.presentersuniversity.com/
- http://www.ellenfinkelstein.com/index.html
- http://www.microsoft.com/

Ask me questions at:
zarei66@yahoo.com

Questions & Comments