



Tips and Tricks



for Powerful Presentations



Tips and Tricks

Designing the Presentation Story Board

Select the *font* and **colors**

Select the **size** of the font.

Tips and Tricks

- ◆ *Choosing text fonts and styles*
- ◆ 7. PowerPoint provides opportunities to enhance the legibility of what you present beyond that of a white or blackboard but the temptation to include too much on a slide, combined with an inability to see the presentation from the audience's perspective, often means that slides are less legible than they could be.
- ◆ Use large font size (typically > 24 pt)
- ◆ Use sans-serif (vs. serif like Times) although dyslectics prefer serif fonts.
- ◆ Choose light text on a dark background for projection and dark text on a light background for acetate printed versions.
- ◆ Avoid non-standard fonts. If the font is not present on the teaching machine, Windows will default to some other font. This might result in your slides being illegible. 'Photosynthesis' could become 'Potosynthesis'.
- ◆ Choose text and background colours carefully. Go for high contrast. Subtle differences are difficult to read but this may be exacerbated if the data projector cannot deal with them – both text and background colours may default to the same colour.
- ◆ Background patterns and graphics generally interfere with readability. Background patterns that are light work well with dark colours and *vice versa*, but background designs that have both light and dark elements do not work well with either light or dark text and require some careful colour contrasting.
- ◆ Experiment with slide transitions and animated text.
- ◆ The slow reveal features are simple to apply, but can be very distracting to the audience and pace-altering for the lecturer. Ensure that any special effects you apply actually enhance your presentation rather than distract or irritate. Animated text can be helpful - just like uncovering parts of an OHP transparency one at a time - But don't overdo it - only use it when you really need it or it can become tedious for presenter and audience.

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Tips and Tricks

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Energy is important to all

Don't waste **energy**.

Tips and Tricks

Create an overview - an objectives slide

Objectives

- Identify duties and requirements for public counter personnel
- Describe ways to provide quality service at public counters
- Demonstrate techniques to use in serving the public
- Demonstrate effective telephone skills
- Demonstrate effective e-mail skills

Tips and Tricks

Think about what is purposeful

Be sure what you are putting on the slide is **IMPORTANT** and enforces the theme of the program.

Tips and Tricks

Tell 'em what you are going to tell 'em

Tell 'em

Tell 'em what you told 'em

Tips and Tricks

Encourage student participation



Tips and Tricks

Slide Content

Limit the number of points per page and limit the amount of information on a page. Be concise.

Tips and Tricks

Bullet points can:

Prompt (*benefits of the parliamentary system*)

Illustrate (*for example... , here is one..., etc.*)

Summarize (*the main features are...*)

Tips and Tricks

Hypertext links

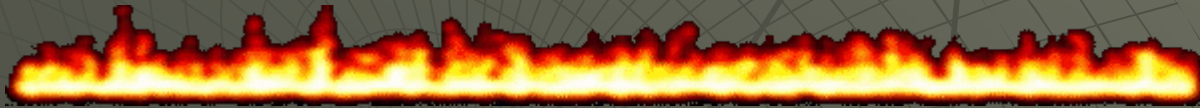
Can be visible

Can be hidden

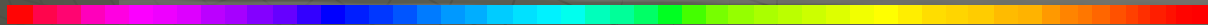
Tips and Tricks

Slide Graphics

Welcome

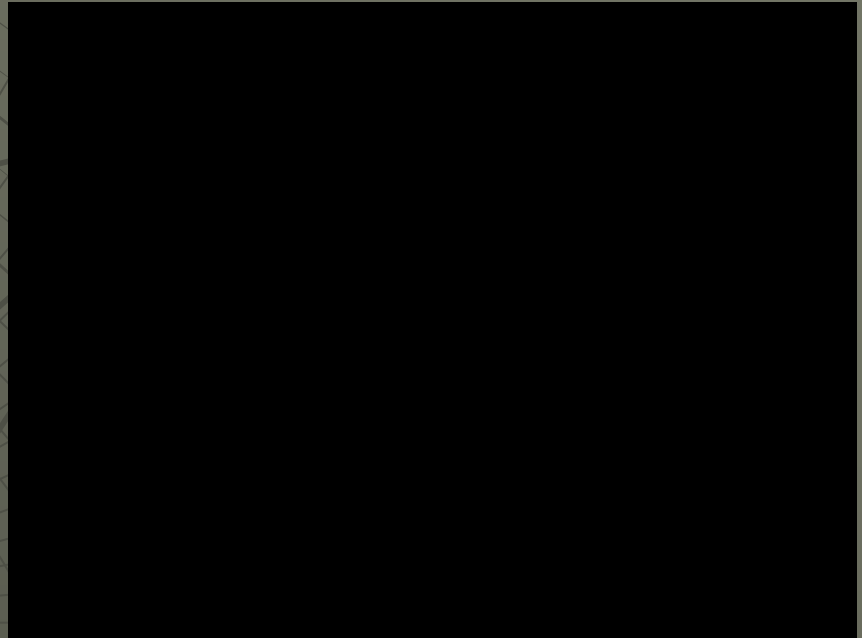


Resistance



Tips and Tricks

Movies



Sound

Tips and Tricks

Equipment need to do a complete presentation.

Computer

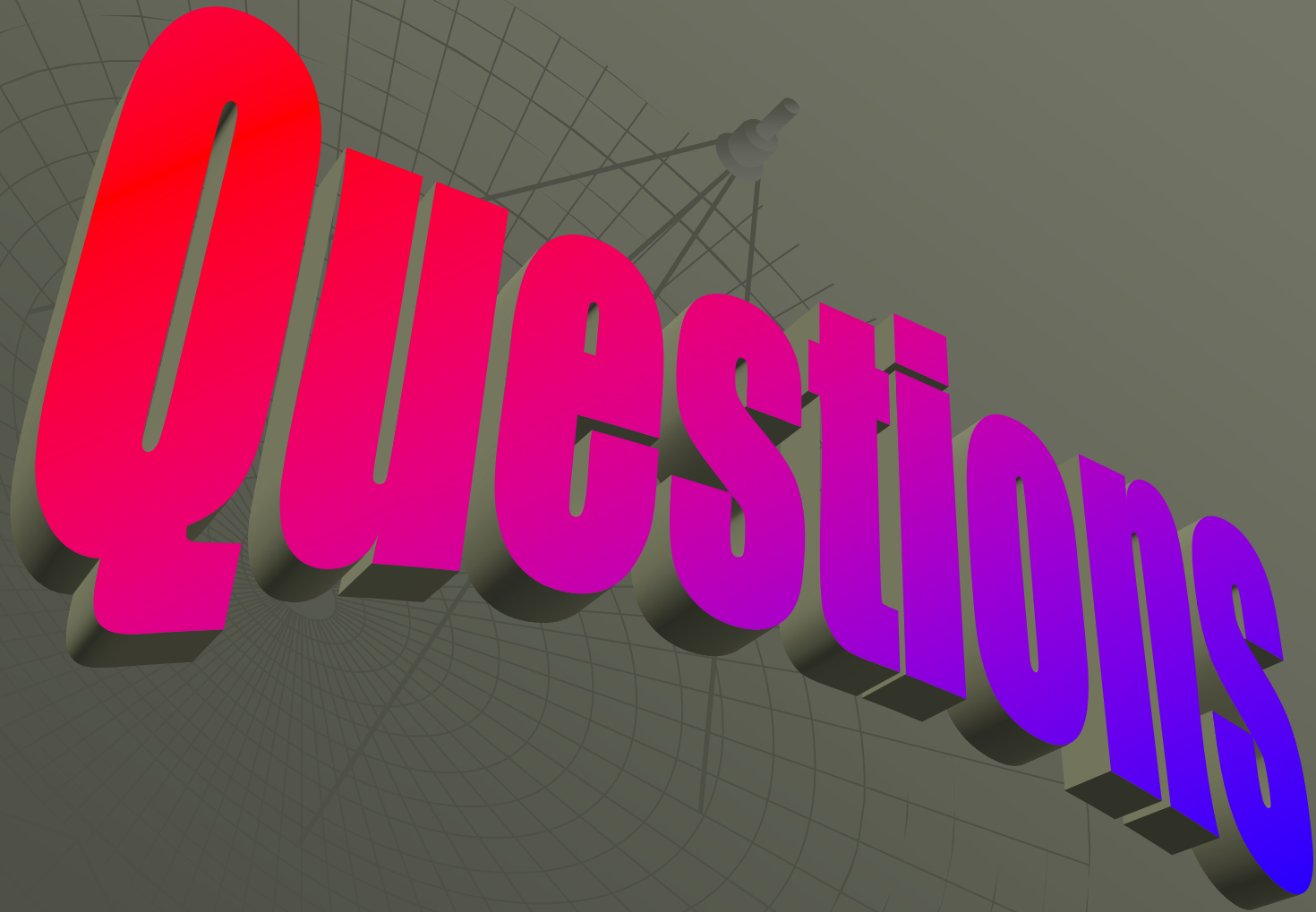
DLP Projector

Screen

Speakers (if sound or movie is present)

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Questions



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Thank you!

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