



Effective Presentations with PowerPoint: 24 Suggestions

With annotations in
the notes pane

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General guidelines

1. PowerPoint can only “support” a presentation. Ultimately, it about speaking to people.
2. You don’t need to use slides all through the presentation. You can set them aside.
3. Your presentation should be a “lite” version of your published paper. The oral medium isn’t suited for intricate content.
4. Consider distributing handouts of your slides.
5. Follow the norms of your discipline.



Design—1

1. Don't put too much text in your slides. Avoid the “split attention” problem where people must choose between reading and listening.
2. It's best if bullet points carry some meaning.
3. Beware of expanding your slides for standalone use.
4. It's OK to be prompted by your slides, but slide text should not be used as speaker's notes.
5. Make sure your text and graphics will be large enough. Screen captures can be a big problem.

Design—2

6. Simple slides are fine—avoid distracting backgrounds and elaborate slide transitions. Don't put a logo on every page.





Design—3

7. Size and position your graphics consistently. There should be no “jumping.”



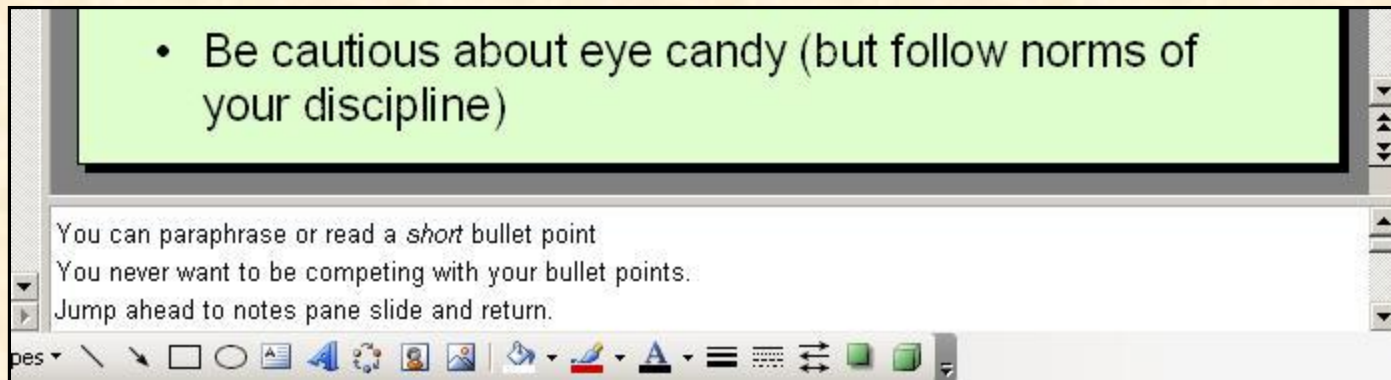


Rehearsing—1

1. Build your deck, rehearse, tweak your deck, and rehearse again.
2. Don't rehearse to memorize.
3. Prepare for the unexpected.
4. If possible, give practice presentations.

Rehearsing—2

5. Consider using the notes pane to record your ideas about each slide. This helps prevent verbose slides.





Presenting—1

1. Expect to be nervous. Then you won't be surprised
2. Scout out the room and projector set-up before you present.
3. To reduce nervousness, chat with a few audience members before the session starts.
4. Bring a 6-slide per-page handout to the podium. Or use Presenter View (PowerPoint '07).
5. Put VERY few notes on your copy of the handout.



Presenting—2

6. Use pauses , movement, and gestures strategically to control attention.
7. Use a light pen if you need to refer often to slides.

The End



Questions?

