GIVING
A PRESENTATION

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HOW TO CREATE EYE-CATCHING POWERPOINT SLIDES THAT CAN IMPRESS YOUR AUDIENCE AND MAKE YOUR PRESENTATION LOOK PROFESSIONAL!!!

- ✓ Start with bold backgrounds
- ✓ Make sure you choose interesting font colours
- ✓ Add pictures, such as clip-art
- ✓ Use different text animations for each bullet point you have

i. During the slideshow presentation, use your hands to point to the item you're on

ii. If there's some bulletpoints you don't think are important, just skip them in your presentation

iii. You should never pause during a presentation, so make sure you're always saying something

HOW TO CREATE EYE-CATCHING POWERPOINT SLIDES THAT CAN IMPRESS YOUR AUDIENCE AND MAKE YOUR PRESENTATION LOOK PROFESSIONAL

...th bold backgrounds

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What makes a good presentation?

Every speaker wants the audience to remember something

HOW DOES ONE PREPARE AND DELIVER *EXCELLENT* PRESENTATIONS?

Presentation
Content

RESEARCH
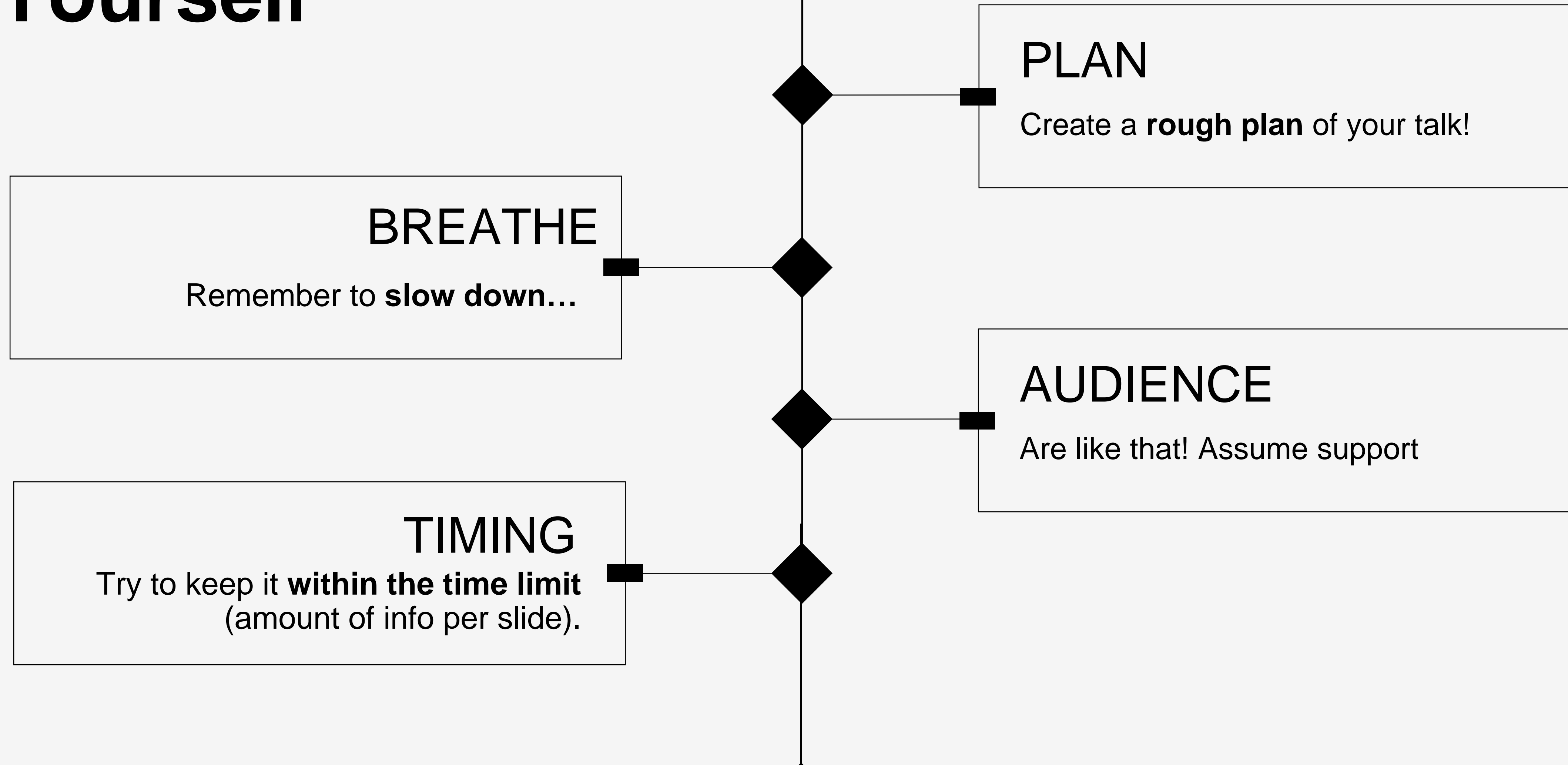Find **relevant literature** and **materials.**

ORGANISE DATA
A structured form with a logical flow (**scaffolding**).

MOTIVATION
Significance: **why** does it **matter**?

"LOOK!"
How do I **grab** their **attention**?

OBJECTIVE
What do I want them **to do**?

Prepare
Yourself

PLAN
Create a **rough plan** of your talk!

BREATHE
Remember to **slow down…**

AUDIENCE
Are like that! Assume support

TIMING
Try to keep it **within the time limit** (amount of info per slide).

Visual presentation

1 IDEA
PER SLIDE

Use images
wherever possible

FEW FONTS

One or two fonts would be sufficient. **San serif** and serif work well together.

This font is **too small**

This font is too big

This font is too fancy

This is Comic Sans :(

Missing font

Blue Reflection   Forget me not   Mellow Lilac   Vibrant Lilac   Midnight   Stockholm Blue   Cool Green   Turquoise

Kiwi   Lime   Green Slate   Wet Slate   Rainforest   Papyrus   Eggnog   Dijon

Oatcake   Egyptian Sand   Cinnamon   Spanish Clay   Cool Suede   Tumeric   Moroccan   Saffron

Concrete   Elven Grey   Winter Dusk   Suit   Pheasant   Piggy Pink   Funky Pink   Pure Purple

Few matching colours
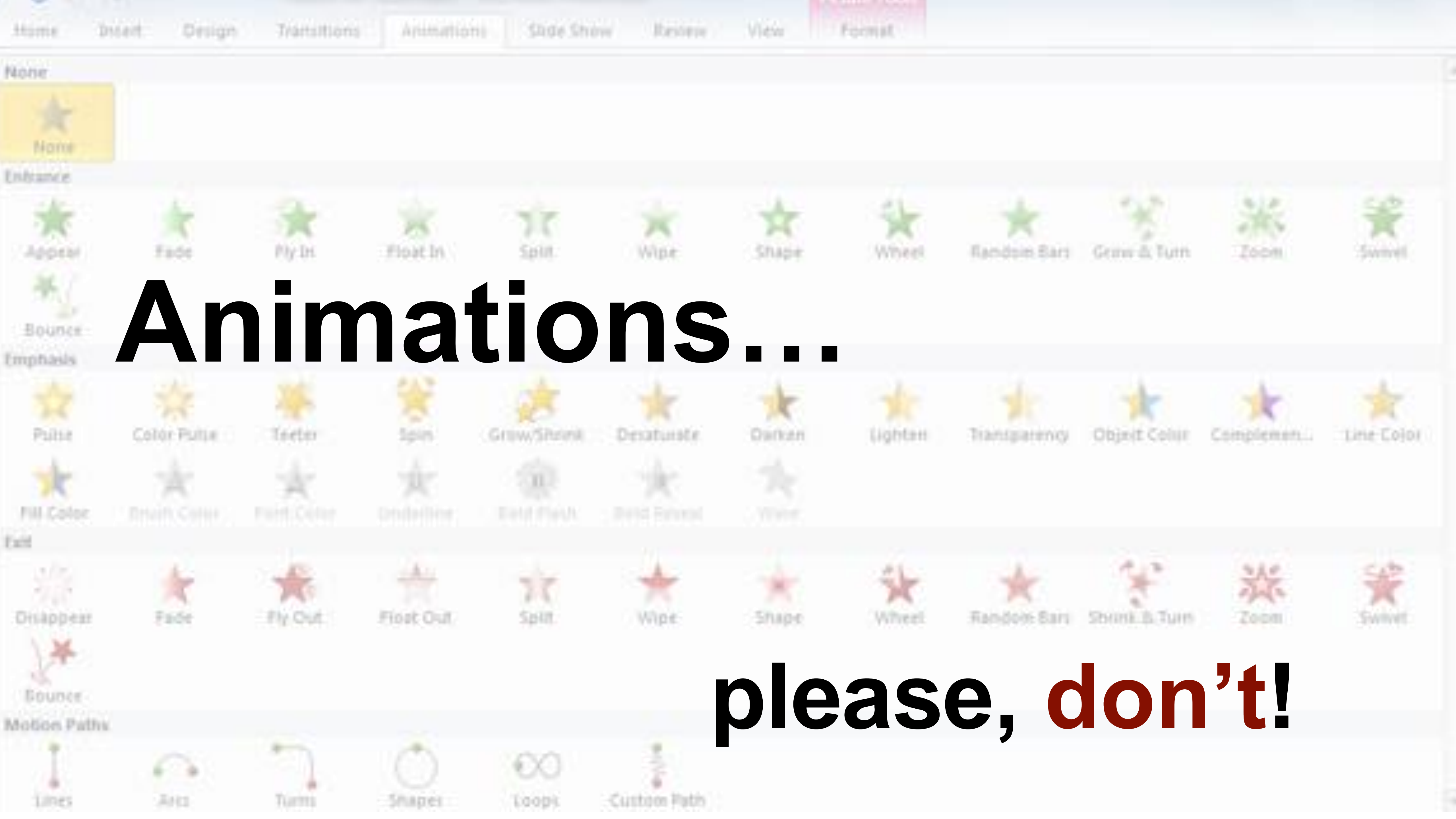
Please,
don't do this!

Grabbing the **audience**

- Question
- Factoid
- Time — look back/forward
- Anecdote
- Familiar saying / (joke)
- A short video illustrating a concept

Less is **more**

- Breathe
- Slow down
- Look at people
- Relational presence
- A quiet audience is listening
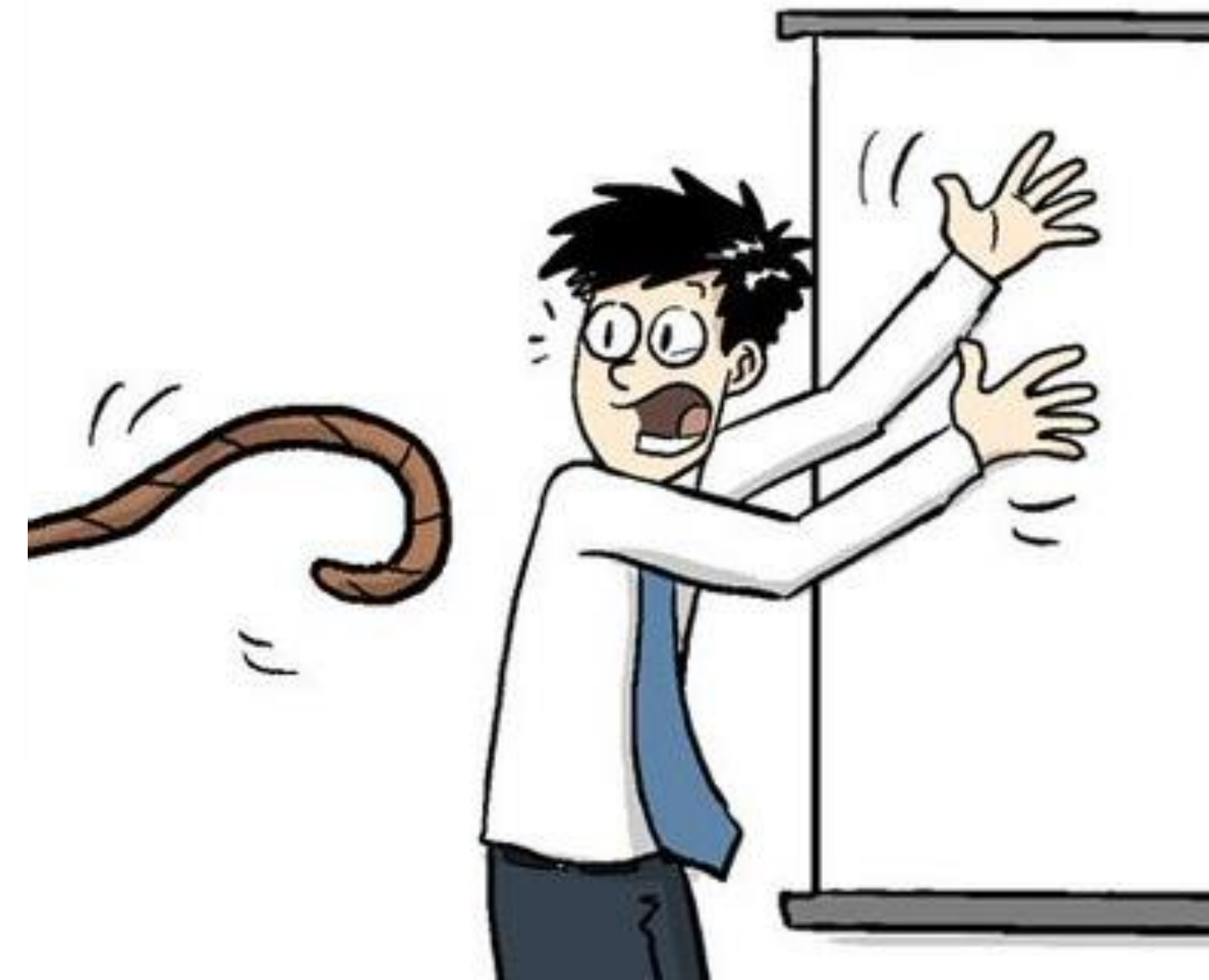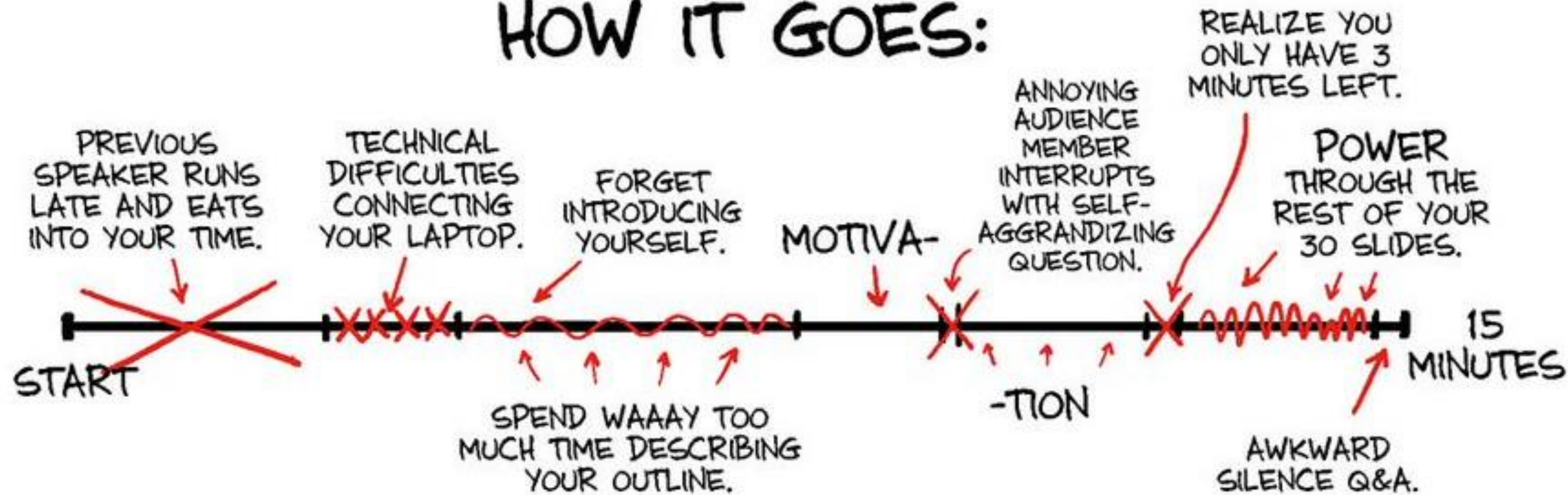- Let people engage and work things out; don't tell them…

Problems

- No motivation
- No clear point
- No flow
- Too detailed
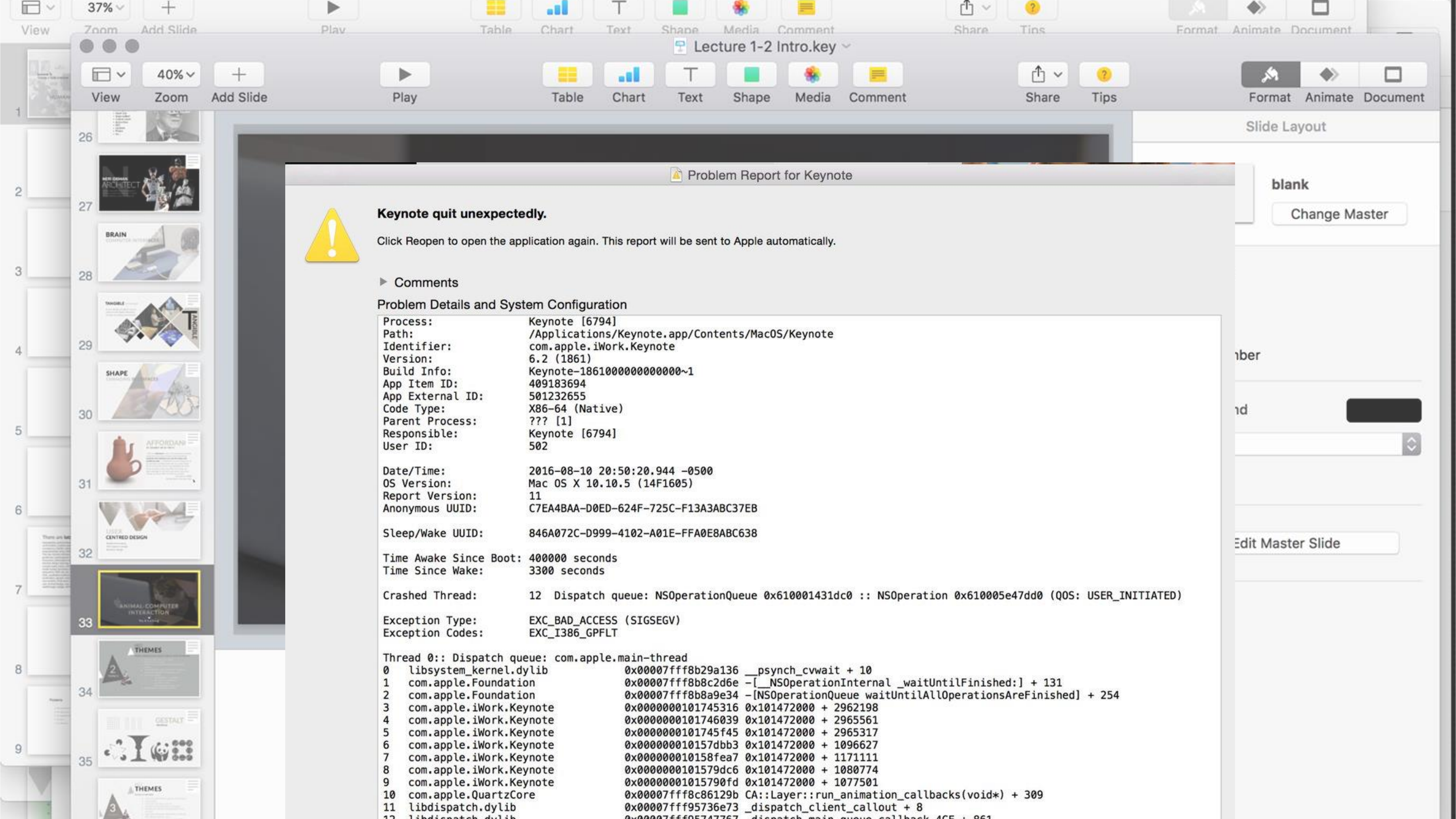- Too long
- Don't understand the technology

Room and Equipment

37%

40%

View Zoom Add Slide Play Table Chart Text Shape Media Comment Share Tips Format Animate Document

Lecture 1-2 Intro.key

Slide Layout

blank

Change Master

⚠ Problem Report for Keynote

Keynote quit unexpectedly.

Click Reopen to open the application again. This report will be sent to Apple automatically.

▶ Comments

Problem Details and System Configuration

```
Process:               Keynote [6794]
Path:                  /Applications/Keynote.app/Contents/MacOS/Keynote
Identifier:            com.apple.iWork.Keynote
Version:               6.2 (1861)
Build Info:            Keynote-1861000000000000~1
App Item ID:           409183694
App External ID:       501232655
Code Type:             X86-64 (Native)
Parent Process:        ??? [1]
Responsible:           Keynote [6794]
User ID:               502

Date/Time:             2016-08-10 20:50:20.944 -0500
OS Version:            Mac OS X 10.10.5 (14F1605)
Report Version:        11
Anonymous UUID:        C7EA4BAA-D0ED-624F-725C-F13A3ABC37EB

Sleep/Wake UUID:       846A072C-D999-4102-A01E-FFA0E8ABC638

Time Awake Since Boot: 400000 seconds
Time Since Wake:       3300 seconds

Crashed Thread:        12  Dispatch queue: NSOperationQueue 0x610001431dc0 :: NSOperation 0x610005e47dd0 (QOS: USER_INITIATED)

Exception Type:        EXC_BAD_ACCESS (SIGSEGV)
Exception Codes:       EXC_I386_GPFLT

Thread 0:: Dispatch queue: com.apple.main-thread
0   libsystem_kernel.dylib          0x00007fff8b29a136 __psynch_cvwait + 10
1   com.apple.Foundation            0x00007fff8b8c2d6e -[__NSOperationInternal _waitUntilFinished:] + 131
2   com.apple.Foundation            0x00007fff8b8a9e34 -[NSOperationQueue waitUntilAllOperationsAreFinished] + 254
3   com.apple.iWork.Keynote         0x0000000101745316 0x101472000 + 2962198
4   com.apple.iWork.Keynote         0x0000000101746039 0x101472000 + 2965561
5   com.apple.iWork.Keynote         0x0000000101745f45 0x101472000 + 2965317
6   com.apple.iWork.Keynote         0x000000010157dbb3 0x101472000 + 1096627
7   com.apple.iWork.Keynote         0x0000000010158fea7 0x101472000 + 1171111
8   com.apple.iWork.Keynote         0x0000000101579dc6 0x101472000 + 1080774
9   com.apple.iWork.Keynote         0x00000001015790fd 0x101472000 + 1077501
10  com.apple.QuartzCore            0x00007fff8c86129b CA::Layer::run_animation_callbacks(void*) + 309
11  libdispatch.dylib               0x00007fff95736e73 _dispatch_client_callout + 8
```

number

nd

Edit Master Slide

NO INPUT
RGB 1

KEEP
CALM
AND
DON'T
PANIC

Improvement

- Ask for evaluation

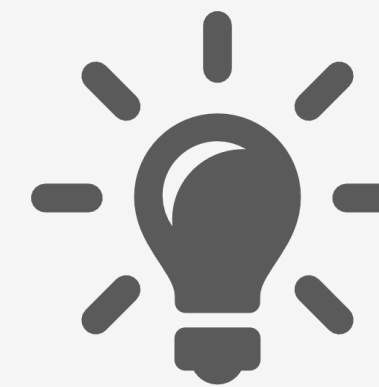- "I hope you found my talk useful. How can I make it better for next time?"

Questions?

REFERENCES

- Thimbleby, H. (2010). Press on: principles of interaction programming. The MIT Press.

- Jones, M., & Marsden, G. (2006). Mobile interaction design (Vol. 10). New York: John Wiley & Sons.

- Lindsay, S., Jackson, D., Schofield, G., & Olivier, P. (2012). Engaging older people using participatory design. In Proceedings of the SIGCHI Conference on Human Factors in Computing Systems (pp. 1199-1208). ACM.

- Denisova, A., & Cairns, P. (2015). The placebo effect in digital games: Phantom perception of adaptive artificial intelligence. In Proceedings of the 2015 Annual Symposium on Computer-Human Interaction in Play (pp. 23-33). ACM.

FURTHER READING

- **Presenting to Win**, J Weissman, Prentice-Hall, 2006

- **Presentation Zen**, G Kawasaki, New Riders, 2008

- **slide:ology: The Art and Science of Creating Great Presentations**, N Duarte, O'Reilly, 2008

- **TED Talks**, C Anderson, Headline, 2016