**Creating a PowerPoint Presentation**

**Rule #1**

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are the presentation not your PowerPoint
  + Practice
  + Know the material being presented
  + Be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (dress, talk, body language)

**Rule #2**

* Be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Design (template, colors)
  + Format (font, location)

**Rule #3**

* Be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Less is Better
  + Strive for emphasis NOT “craftiness”
* Every element on the slide should have a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Grab the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of your audience
  + Don’t overdo it.

What are the 4 steps to developing the content of a PowerPoint?

The five purposes of a presentation are…

* + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Persuasive
  + Arouse Interest

|  |  |  |
| --- | --- | --- |
| **Text** | **Illustrations** | **Miscellaneous** |
|  | Pictures | Shapes |
| Headers & Footers |  | Tables |
|  | Photo Albums |  |
| Date & Time |  | Movies |
| Numbers and Symbols | Charts |  |

* + Evaluate or Clarify
  + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are five things you need to determine about the audience before creating a PowerPoint?

1. \_\_\_\_\_\_\_\_\_\_ is the audience?
2. \_\_\_\_\_\_\_\_\_\_\_ are their needs?
3. What are their \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?
4. \_\_\_\_\_\_\_\_ much do they already know?
5. What will help in conveying message?

**Slide Design**

* \_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ template with background and formatting color schemes.
  + Found under the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_tab in the Theme group on the Ribbon
* Dark text on light backgrounds more readable

The title slide should \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and use a \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from the presentation.

Six suggestions for editing the content of a PowerPoint?

1. Carefully choose \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for each slide
2. Make text \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ verb tense
4. Utilize strong \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ verbs
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ excess adverbs/adjectives
6. Use few prepositions

In simplifying the content you should use \_\_\_\_\_\_\_\_\_ main concept per slide and you should use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ phrases and NOT complete \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

What is the 7 x 7 Rule?

Limit each \_\_\_\_\_\_\_\_\_\_\_\_ to seven or fewer \_\_\_\_\_\_\_\_\_\_\_\_

Limit each \_\_\_\_\_\_\_\_\_\_\_\_ to seven or fewer \_\_\_\_\_\_\_\_\_\_\_\_

When creating a PowerPoint what are the additional content items you need to determine if you will use? (Fill in the table)

**Color & Culture**

Make careful color choices, because color \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ emotion. Limit the use of \_\_\_\_\_\_\_\_\_\_\_ and remember that colors have different \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and connotations. Use attractive color schemes/complimentary colors and remember that some shades of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are difficult to distinguish.

**What are the Seven Deadly Sins of PowerPoint?**

1. The speaker \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the slides
2. Text is so \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ it can’t be read
3. The speaker used \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ sentences instead of bullet points on each slide and it was too much information. Remember it is Power**Point** not Power**Paragraph**!
4. Slides were hard to see because of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ choice.
5. Moving/Flying \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or Graphics
6. Annoying use of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Overly complex diagrams/charts used.

**Text Guidelines**

1. Use same \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ throughout entire presentation.
2. Title text should be \_\_\_\_\_\_\_\_\_\_\_\_\_ pt. or greater
3. Body text should be \_\_\_\_\_\_\_\_\_\_\_\_\_ pt. or greater
4. Make sure text can be read from the back of the room
5. Do not \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ text.
6. Do not use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in body text.
7. Use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ sparingly.
8. Avoid text that leaves one word on a line by itself.
9. Avoid slang or confusing regional words.

**Slide Transitions**

* An interesting way to move from one slide to the next and adds movement to the slide as a whole.
* Formatting options:
  + Started by “Automatic” or “On-Click”
  + Change speed
  + Attach sound
* Found under the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tab & Transition Group
* When adding transitions:
  + Keep the same transition throughout the presentation for consistency
  + Avoid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ included with the transition

**Custom Animation**

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ added to any part WITHIN a slide.
  + Title, text, content
* Start Automatically, On Click, With Previous, etc.
* Change direction & speed
* Use animation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Caution**

* Multimedia
  + Use no more than \_\_\_\_\_\_\_\_ pieces per slide (internet, video, etc.)
  + Must be related or used to enhance slide show
* Spell check and proofread carefully
* Adhere to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ regulations

**PowerPoint Views**

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + All slides numbered on the left
  + Work space for current slide
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + View of all slides to delete and rearrange order
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Typed outline of slide information
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What SHOULD you put on the Closing Slide?

What should you NOT put on the closing slide?

What is the key to an effective presentation?