

PowerPoint

Impactful Microsoft PowerPoint¹

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¹<http://www.udemy.com/create-impactful-presentations-with-microsoft-powerpoint>

Outline

- 1 Tips for Building a Great Presentation in MS PowerPoint
- 2 Selecting and Customizing PowerPoint Slide Masters
- 3 The Power of a Picture
- 4 The Art of Animation in MS PowerPoint
- 5 Working with Multimedia (Audio/Video) in PowerPoint
- 6 Tips for Presenting Your Presentation

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Tips for Building a Great Presentation (1/2)

- Do not use too many **colors** or different **font** options on your slides

Tips for Building a Great Presentation (1/2)

- Do not use too many **colors** or different **font** options on your slides
- Keep bullet points **succinct**

Tips for Building a Great Presentation (1/2)

- Do not use too many **colors** or different **font** options on your slides
- Keep bullet points **succinct**
- Use **graphics**

Tips for Building a Great Presentation (2/2)

- Use ***animation*** to ***support*** your message, not detract

Tips for Building a Great Presentation (2/2)

- Use ***animation*** to ***support*** your message, not detract
- Use the PowerPoint **Slides Master**

Tips for Building a Great Presentation (2/2)

- Use ***animation*** to ***support*** your message, not detract
- Use the PowerPoint **Slides Master**
- Break up the standard bullet lists: ***Images***, ***SmartArt***

Tips for Building a Great Presentation (2/2)

- Use ***animation*** to ***support*** your message, not detract
- Use the PowerPoint **Slides Master**
- Break up the standard bullet lists: ***Images***, ***SmartArt***
- Always think of your ***audience***

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- Create ***consistency*** throughout your presentation

Slide Masters

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- Each Slide Layout has a **Slide Master**

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- The "**Master Master**" Slide control all slides

- Create ***consistency*** throughout your presentation
- Each Slide Layout has a **Slide Master**
- The "**Master Master**" Slide control all slides
- Fully customizable

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The Power of a Picture



The Power of a Picture

- Stressed



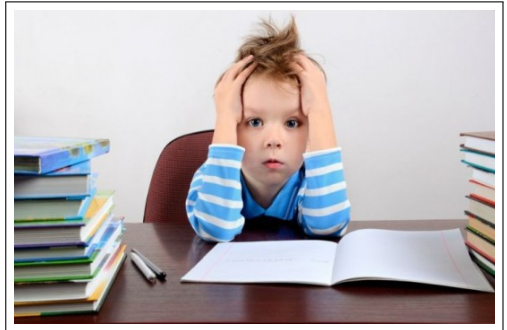
The Power of a Picture

- Stressed
- Tired



The Power of a Picture

- Stressed
- Tired
- Too much



The Power of a Picture

- Stressed
- Tired
- Too much
- Out of control



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The Art of Animation

- Keep it ***simple***

The Art of Animation

- Keep it ***simple***
- ***Limit*** the use of animation

The Art of Animation

- Keep it ***simple***
- ***Limit*** the use of animation
- Animation should ***add*** not detract

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- Adding Video/Audio to your Presentation



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Tips for Presenting Your Presentation (1/2)

- ***Practice*** your presentation

Tips for Presenting Your Presentation (1/2)

- ***Practice*** your presentation
- Speak with ***Confidence***

Tips for Presenting Your Presentation (1/2)

- ***Practice*** your presentation
- Speak with ***Confidence***
- Make ***eye contact*** with the audience

Tips for Presenting Your Presentation (1/2)

- **Practice** your presentation
- Speak with **Confidence**
- Make **eye contact** with the audience
- **Slow** it down

Tips for Presenting Your Presentation (2/2)

- **Engage** the audience (**Questions**)

Tips for Presenting Your Presentation (2/2)

- **Engage** the audience (**Questions**)
- Stand where the audience can **see** you

Tips for Presenting Your Presentation (2/2)

- **Engage** the audience (**Questions**)
- Stand where the audience can **see** you
- Use your **voice** (Full range)

*Thank
you*



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