

Power Point is for Presentations

Hints/Suggestions

Press Function Key 5 {F5}
Then click mouse

Keep it simple

- Short bulleted phrases
- Large font
- Compatible colors
- Suitable background
- Audio considerations

Phrasing

- Short
- On Point
- No punctuation

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Fonts

- Large
 - 28pt minimum
- Without serif
 - Arial
 - Comic Sans MS
 - Verdana
- Read from back
- Good
- Better
- Best
- Must be seen

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Colors

Readable
combination

Really
poor choice

Another good
choice

Yuck!

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Background

- Pastels
- Primary
- Slide design
 - Templates
 - Color schemes
 - Animations
- Try them out
- Not to distract

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Design Templates

- Use Power Point's
- Design you own



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Is This a Simple Template?

- I don't think so
- Will distract & detract from message

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Animation Schemes

Appear

Fly-in

Pinwheel

Let's keep it simple

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Audio

- Add own spoken commentary
- Speak with
 - Conviction
 - Animated emphasis
 - Slowly
 - Clearly

Click on
speaker



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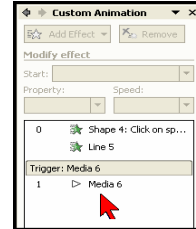
Use Photos & Clips



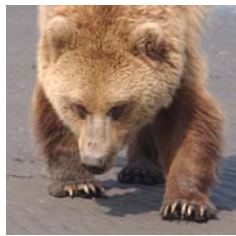
Ken



Ken's Hero



From SnagIt



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Suggested items

- Reading: Malcolm Kushner's *Presentations for Dummies*, Part IV: Mastering the Power of Power Point
- Study: HP Learning Center: short free course in Power Point - Go to <http://www.hplearningcenter.com/>

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Play with All Options but

Remember 2 basic rules

Rules:

1. Keep it simple

2. Reread rule #1