

PowerPoint



Help File

What to do and what not to do when creating a PowerPoint.

Why use PowerPoint?

The purpose of a multimedia slide show is to present information to an audience.

Heat your solution slowly with a yellow flame.

Stop applying heat at 50°C.



Too often when we create slide shows, we forget why we are doing it. We tend to focus on the fun stuff like animation, lots of colours and squeezing in as much information as we can.

What we should be focusing on is:

- is my slide show interesting?
- is my information accurate?
- can my audience read the information?
- does my slide show look professional?

Over the next two pages you will find advice on how to create a good, professional looking slide show and some hints on how to avoid the common mistakes people make when they are creating their presentation.



Create a Theme

To create a professional looking presentation you should try to have a theme running through your slides. Make sure that:

- Every slide has the same background colour.
- The headings on each slide have the same font and text size.
- The information on each slide uses the same font and text size.

Adding Information

A PowerPoint slide show is not supposed to contain all the information that you will present. Instead it should contain lists or short notes about your topic. Most of the information should come from you when you are doing your presentation to your audience.

When you enter your information:

- Type a summary of what you are going to say into your slides.
- Use the notes facility to create more detailed information for your talk.
- Always type your own slide information and notes. If you copy & paste from the Internet you will end up with too much in the slides, too little in the notes or both.

The Slide (for the audience)



Internet Services

In order of popularity

1. The World Wide Web (www)
2. Electronic mail (e-mail)
3. Newsgroups (news articles - Scouts)
4. File transfer (Downloading/uploading files)
5. On-line messaging (chat rooms)

The Notes (for you)

The world wide web is often confused with the Internet. The Internet is the hardware (servers, computer, hard disks, phone lines etc) that stores and sends all the web pages. The world wide web is the software (the linked web pages, databases, sound files, video files) that stores and formats all the information.

E-mail has replaced the postal service for most communication that takes place between people and companies. The advantage of e-mail is that messages arrive almost instantly and you can easily send computer files for no cost. A disadvantage is that many companies use it to create vast quantities of junk mail or spam.

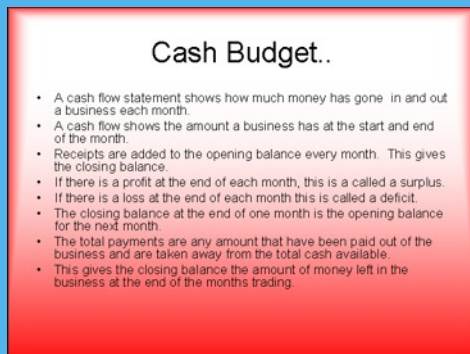


Make it Readable

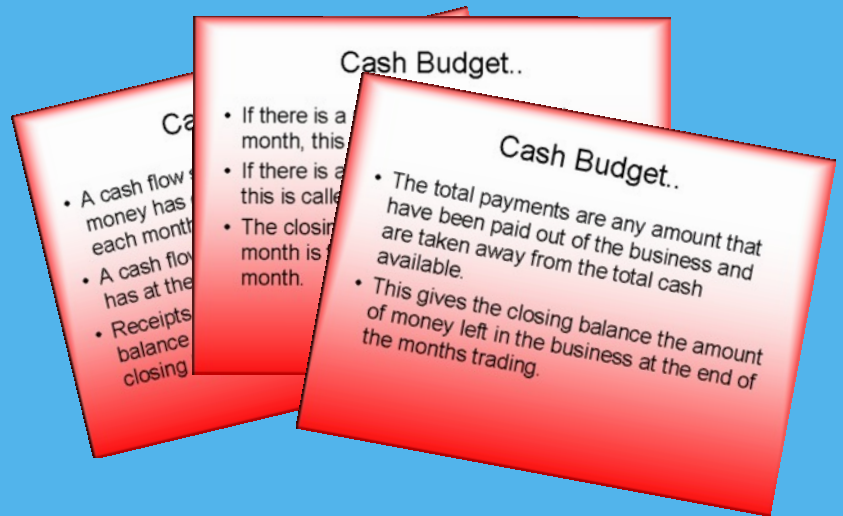
Remember your audience will have to be able to read the information you put on your slides, sometimes from quite far away.

- Use a nice large text size (at least 32 pt).
- Do not put too much on one slide. Split the information over a few slides instead.

Bad Example (small text, 1 slide)



Good Example (large text, 3 slides)



Don't Bore your Audience!

Animation is often the downfall of a good PowerPoint. If you use too much animation your audience will have to sit and wait while all your text and graphics fly around the slide. It might have been fun for you to create but it's boring for them to watch.

Here's a few points to remember:

- Use animation only when you have to.
- Don't ask your audience to read too much. It's more enjoyable to listen to you.
- Keep it short! 50 slides will put anyone to sleep.

