

Steps to a Successful and Effective PowerPoint Presentation

- I. Preparing and discussing with students before ever starting to create the slide show is essential to help gain focus and direction. Students must be able to ask themselves, and answer, the following questions:
 1. What is the purpose of the presentation for my intended audience?
 2. What information do I already have that I will use?
 3. What additional information do I need to find?
 4. How will I design my slide show? Is the teacher requiring a minimum number of slides?

- II. Creating a storyboard (rough draft) to work out details before ever sitting down at the computer is an important stage in creating slides.

Storyboard Guide (example)

SLIDE #1 <hr/> TITLE YOUR NAME CLASS DATE	SLIDE #2 <hr/> KEY INFORMATION
SLIDE #3 <hr/> TITLE KEY INFORMATION with supporting graphic or picture	SLIDE #4 <hr/> KEY INFORMATION with supporting data chart
SLIDE #5 <hr/> SUMMARY OF KEY POINTS POINT OF VIEW	SLIDE #6 <hr/> BIBLIOGRAPHIC INFORMATION

- III. Deciding what data is required and presenting the data is the next step to preparing an effective presentation. The audience needs to understand what data is being displayed and why. Title and labels often give this information. Once they find data that they can use for the presentation, discuss with the students effective ways to present the data graphically through text, graphics, and data charts.

- IV. Next discuss with students how to select appropriate images to support their information. All graphics and images should support the information. Be careful not to select graphics or images that distract the audience or make the slide appear "too busy."
- V. Once they have inserted all of the images, graphs, and text into your presentation it is time to format. Encourage your students to do a little formatting throughout the process, but to leave the bulk of the aesthetics until the end. Students can (and will) get caught up in the "bells and whistles" of creating a presentation, and you want them to concentrate on the content first. Just as in word processing programs, or to work with text in any presentation, you must highlight the text before making any changes.
- Some ideas to address with formatting are:
- Choose a font that is easy to read. New York and Palatino fonts have serif characters that project well on large and small displays.
 - Resist using more than two font types.
 - Use at least 18-point font when creating a presentation. Consider where your farthest audience member will be sitting and plan font size with that in mind.
 - Significant color contrast between your text and background is important. Use complementary (opposite) colors. Be careful not to clash colors.
 - Use of color to highlight certain text can help to attract the audience's eye to the main point(s). Be sure to be consistent with the highlighted text color throughout the presentation.
 - Background color, title sizes and text fonts should be consistent throughout the presentation.
 - Animation is good, but too much animation can distract. Limit the animation on each slide.
- VI. Finally, discuss control with the students. Deciding whether a presentation should be automatic or manual depends on how the presenter wishes the audience to view the presentation. If they plan to speak along with the presentation, they should select the manual option (as it will allow the presenter time to finish his/her thought on each slide). Also, controls allow you to move back to a slide when necessary. The presenter should be in control, not the presentation.