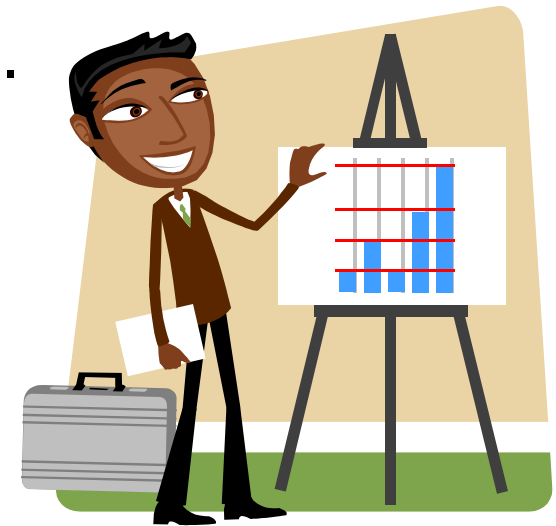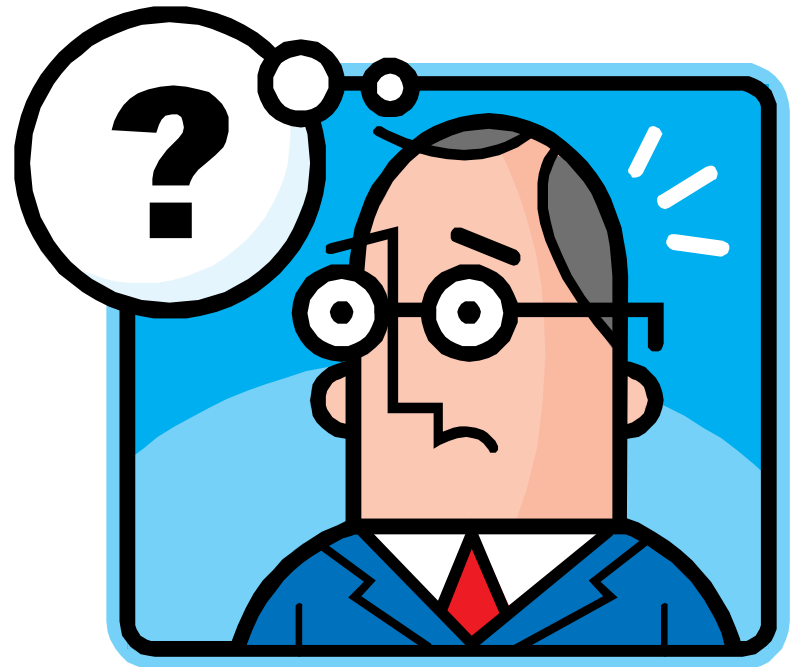Computer Applications

PowerPoint Tips

Presenting

- Speak loudly
- Don't rush!
- Don't just read the slides, present the information
  - You know it. Your audience doesn't.

Theme

- PowerPoints should have a theme
- Not just random information
  - No logical order
  - Have to do with topic

Design

- Use a preset design!
  - Or create your own
- Make sure your words are legible
  - Not too small
  - Don't clash with background

Spelling and Grammar

- In slides
- Capitalization with titles

Prepare!

- Read through your information ahead of time
  - Allows you to make eye contact
  - You know your information
  - Looks more professional
  - Look more confident and less nervous

Use Bullets!

- Easier for audience to sort through
- Easier to find next point
- Allows you to make eye contact
- Less time sorting through information

- Example on the next slide

Abraham Lincoln

- Abraham Lincoln was born February 12, 1809. He became the sixteenth president of the united states. He served from March 1861 until he was assassinated in April of 1865. He is most famous for leading America through the Civil War and abolishing slavery

Abraham Lincoln

- Born February 12, 1809
- 16th President
- Served March 1861 – Assassination in April 1865
- Most Famous for
  - Leading America through Civil War
  - Abolishing Slavery

Closing

- Always have some sort of closing for your PowerPoint.
  - Not just 'The end'
  - Summarize/Close