

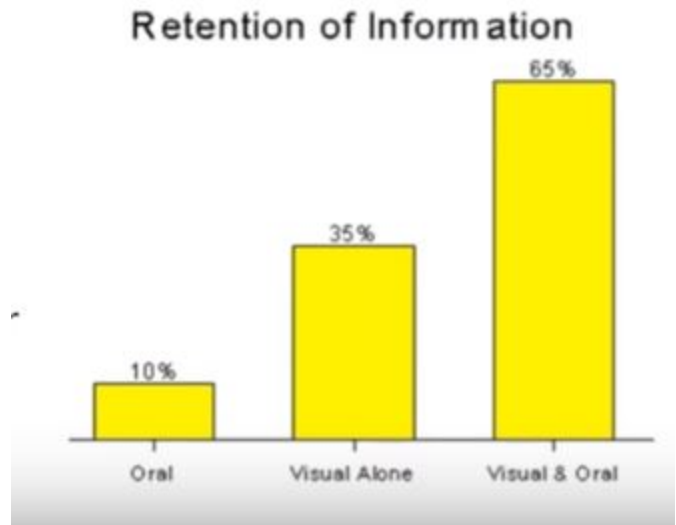
PROFICIENT IN POWERPOINT® 2016, LEVEL 2

Introductions. What do you want to take away from this class?

- Purposes of a PowerPoint or any other presentation software
- What makes a good PowerPoint Presentation?
- Keep it Simple. PowerPoint uses slides with a horizontal or “Landscape” orientation. ...
- Limit bullet points & text. ...
- Limit transitions & builds (animation) ...
- Use high-quality graphics. ...
- Have a visual theme, but avoid using PowerPoint templates. ...
- Use appropriate charts. ...
- Use color well. ...
- Choose your fonts well.
 - a. Appropriate font size:
 - i. Title – about 42 point size or larger
 - ii. Text – at least 32 point size or larger
- Remember the 666 Rule:
 - a. 6 phrases per screen (bullet points)
 - b. 6 words per phrase
 - c. 6 screens then change (layouts)
- Why Use Graphics:
 - a. Eye appealing
 - b. Evoke emotion
 - c. Contribute to understanding
 - d. Explain a concept or a relationship
 - e. Increase retention

f. Retention of information:

- i. Oral-10%
- ii. Visual only-35%
- iii. Visual & Oral-65%



- Use a story board or write a script, particularly if you are going to record yourself.