

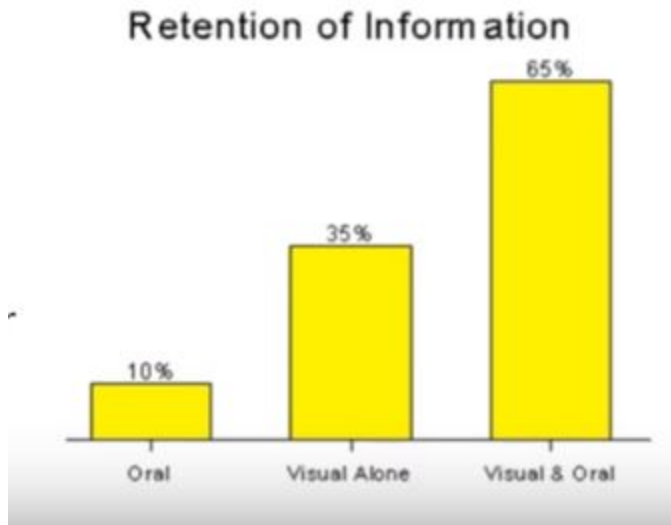
SURVIVING PUBLIC SPEAKING WITH POWERPOINT® AGENDA

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:
 - i. 6 phrases per screen (bullet points)
 - ii. 6 words per phrase
 - iii. 6 screens then change (layouts)
- Why Use Graphics:
 - i. Eye appealing
 - ii. Evoke emotion
 - iii. Contribute to understanding
 - iv. Explain a concept or a relationship
 - v. Increase retention

b. 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.

Using the “Worst Presentation Ever” to correct some issues!

Let’s make a Presentation in PowerPoint – Refer to additional PowerPoint handout.

There are many other types of presentation software you can purchase. Go to <http://pamstephens890.weebly.com/surviving-public-speaking-with-powerpoint.html> to see a list of 31 presentation software types with good information for all of them.

We will talk about three of these.

1. Prezi – Prezi Next and Prezi Classic

- **Pathway points instead of slides**

- a. View 8 Tips for an Awesome Prezi*
- b.** Create an account
- c.** Start a new Prezi – template may be easiest way
- d.** Create additional slides

2. Google Slides

- a. Create an account (need gmail to do so)
- b. Start a new Google Slide project
- c. Import your PowerPoint slides
- d. Create additional slides

3. Emaze

- a. Create an account
- b. Start a new Emaze project
- c. Import your PowerPoint slides
- d. Create additional slides