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.
  - Appropriate font size:
    - Title – about 42 point size or larger
    - Text – at least 32 point size or larger
- Remember the 666 Rule:
  - 6 phrases per screen (bullet points)
  - 6 words per phrase
  - 6 screens then change (layouts)
- Why Use Graphics:
  - Eye appealing
  - Evoke emotion
  - Contribute to understanding
  - Explain a concept or a relationship
  - 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](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