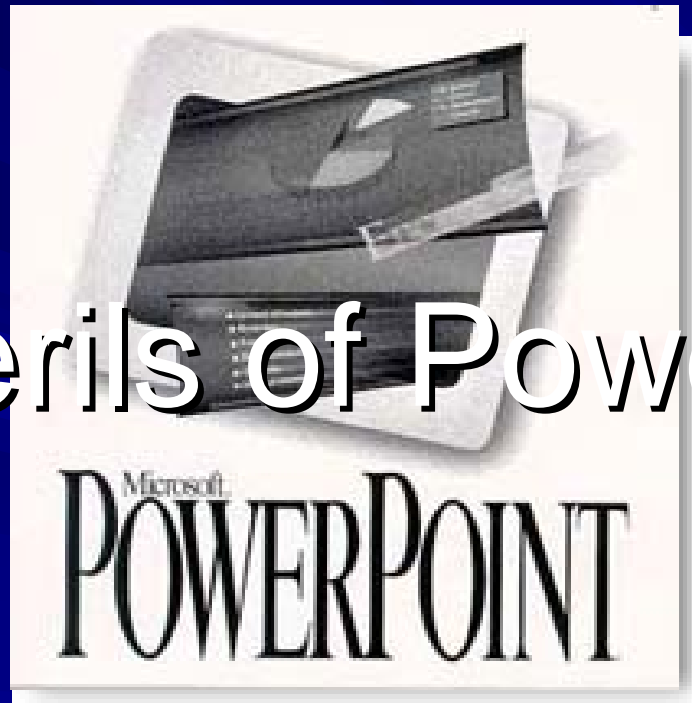


The Perils of PowerPoint



The Perils of PowerPoint

- ***“It's the most misused technological innovation since the handgun.”***

James Gray – Globe and Mail, Toronto, 2003

- **"Power corrupts, but Powerpoint corrupts absolutely."** - Paul Grabowitz, USC Berkeley - 2003

The Perils of Power Point

*PowerPoint was designed to **enhance** speeches and presentations.*

Not replace them!

The Perils of Power Point

- *PowerPoint is an incredible presentation tool that when used wisely can turn a good presentation into a great one!*
- *If used improperly PowerPoint can just as easily **ruin** one.*

Preparation and Purpose

■ *Before beginning your presentation ask yourself three important questions*

1) What do I want to accomplish?

2) Who is my audience?

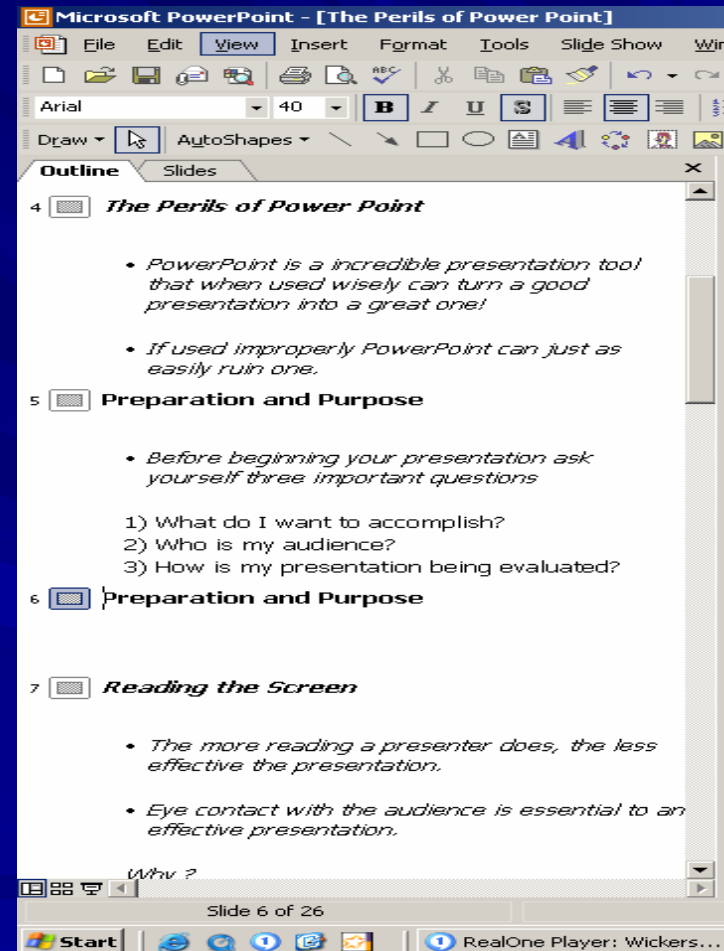
3) How is my presentation being evaluated?

Preparation and Purpose

Use the outline function in PowerPoint to organize your ideas.



Its easy to use and may help you save time later.



Eye Contact

- **Keeping eye contact with the audience is important in any presentation.**



Eye Contact

This is Good !



Eye Contact

This is Not !



Eye Contact

- *Never turn your back on an audience to read your own slides.*
- *Bring notes or cue cards if you think you may need some help.*

Reading the Screen

- *The more reading a presenter does, the less effective the presentation.*
- *Eye contact with the audience is essential to an effective presentation.*

Why ?

Choosing a background

- A good presentation should have a consistent background throughout.
- Backgrounds that change can distract the audience from your information.
- The background **should not** be the focus; the INFORMATION should be.

Busy Backgrounds

- Dazzling backgrounds and backdrops frequently make the text unreadable and often hard to follow.

The background features a dark blue field with horizontal, wavy, glowing lines that create a sense of motion and depth. On the left side, there are three distinct circular patterns, each containing intricate, multi-colored light trails in shades of orange, yellow, and red, resembling light painting or long-exposure photography of light sources.

LIKE THIS !!



Or This!



Is the background distracting
YOU?

Are you following me or are you
lost in the MATRIX?

The Trouble with Text

- Slide presentations are not the place for long winded sentences.
- Keep your slides concise and clear
- If you can't fit all of your information onto a slide.....**MAKE A NEW ONE!**

The Trouble with Text

- Three points to a slide is the rule of thumb.
- Check your spelling !
- Short and to the point is **good** !

LONG and WORDY IS NOT !!!!

It's Raining Bullets !!

- *When used properly, bullet charts outline or summarize the remarks of the speaker*
- *However if used to excess or left on the screen too long bullets can often lose the audience*

Fiddling with Fonts

- Some fonts are great !
- Some are NOT!!!
- Make sure they are clear and legible.

■ **SIZE** Does Matter !

- Remember your audience at the **back** of the room when choosing a font.

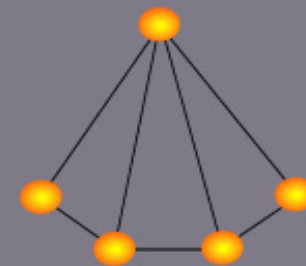
Fiddling with Fonts

This is a good size font.

This is NOT!!

A picture is worth a thousand words!

- A picture or diagram that can help explain a point or concept is a great visual aid.
- Wherever possible try and include pictures that may help explain your presentation.



Audience-speaker model

Transitions and Effects

- PowerPoint has many effect and transition tools.
- Some of them are great.
- Some of them are not.
- Sometimes effects can distract the audience from your information.
- Use them sparingly and responsibly.

Be prepared

- *Have a hard-copy version of your presentation in easy-to-read type available if the technology fails.*
- *Rehearse often, sometimes delivering your address without referring to your slides.*

Now you are
ready
to present!

