

1. Presentation Content

PowerPoint is not a word processor: Everything should not go on one slide.

Do not read your slides verbatim during your presentation.

If you print your handouts from a PowerPoint presentation and distribute them to your audience before/during your presentation, be advised that your audience may lose interest in you. It's appropriate to distribute handouts if there are speaker's notes or something additional on the handouts that make it beneficial for your audience to have them in advance.

It is helpful to blacken the screen after a slide has been presented or if you want your audience to focus on what you're about to say and not the screen.

Do not use PowerPoint as a crutch: it should just visually enhance your already exciting presentation.

Ask yourself: Is PowerPoint the best mode of enhancing my presentation, especially if I am not comfortable with its use?

There are alternatives to the use of PowerPoint for a presentation: have a back-up plan in case the technology does not work.

2. Presentation Style

Make your slides easy to read and understandable: Dark backgrounds with light-colored text is easiest to see on a screen. Dark text on light-colored backgrounds is easiest to print if you're making handouts from a PowerPoint presentation.

Sound: are there any good uses of it in PowerPoint presentations? It can add humor – IN MODERATION. Otherwise it's distasteful and distracting.

Animation: use in small doses! It can be effective if done minimally. Just because you can do it does not mean you should!

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General PowerPoint design tips to follow:

- Include no more than 6 bullet points per slide
- Do not use ALL CAPS
- Keep bullet points short
- Minimize the number of font styles
- Use consistent font sizes
- Use a light font on a dark background or a dark font on a light background
- Use bold text to make appropriate words stand out
- Minimize the use of italics – they're difficult to read
- Don't vary the look of the slide greatly from one slide to the next

3. Presentation Equipment and Production

Always have a back-up of your presentation on disk, CD or jump drive

Make sure you have the proper equipment. PowerPoint presentations require a computer with the PowerPoint application installed and a projector. Wireless remotes are also available for presentation purposes. *Technology Support Services (TSS) has all of these.*

DECIDE EARLY ON whether or not the Internet and/or access to FKCC's network is necessary. This usually requires connecting your computer to a wall network data connection and/or some extra equipment/time spent on behalf of the TSS staff.

If you've created your presentation, make sure that it works with the TSS equipment before your presentation. **Call TSS at 305-809-3135 or ext. 135 to reserve equipment after you have cleared it with your instructor** for your presentation and/or a practice session.

If you need assistance with the production of your presentation, the operation of equipment and/or need a consultation about what equipment you should use, please contact Steven at the LRC well-in-advance before your presentation.

LCD projectors are available in some classrooms and all other equipment is available by reservation through Technology Support Services at 305-809-3135 for presentations:

- Laptop computers
- LCD projectors
- Overhead projectors
- Slide projectors
- Projection screens
- Easels
- Wireless remotes
- CD/tape players
- DVD/VHS players
- TVs
- Cat 5 cables for internet connection
- carts
- extension cords