

PREPARATION OF POWERPOINT AND ITS PRESENTATION

PowerPoint (PPT)

PPT is an abbreviation for PowerPoint. It is a software tool by Microsoft Corporation that helps to present information in slide-show format. It offers text, graphics, sound effect and video.

A PowerPoint presentation is a group of various slides. A slide is nothing but an electronic page in a presentation. Slides can be printed or can be displayed on the screen. It includes text, graphs, videos, etc. Collectively, a group of slides may be known a slide deck. A slide show in an exposition of a series of slides or images in an electronic device or a projection screen.

Presentation

It is a skill developed through experience and training. Something set forth to an audience for the attention of the mind is called presentation.

PowerPoint: Basic Objectives

- To hold interest and to focus attention
- To guide discussion/overview
- To tell a story
- To support the message being delivered
- To create a poster for conference

Preparation of PowerPoint: Guidelines

Following points need to be considered while preparation of PowerPoint

1. Effective slide and design

- Use suitable design templates; standardize position, colours and styles
- Limit the information to essentials
- Content should be self-evident
- Use colours that contrast

2. Text guideline

- No more than one topic per page
- Stay under six lines per slide
- Stay under six words per line; avoid long sentences
- Larger font indicates important information

- Headings should be 32-44 pt. font size, **BOLD**
- Text should be as large as possible
 - First level 24-32 pt. font size
 - Second level 20-28 pt. font size
- Use fonts like Aril, Calibri, Tahoma, Veranda, etc.
- Look at it from 7 feet away

3. Colour contrast and harmony

- Use light colour against the background
- Use deep colour against a light background
- Use realistic colour
- Fancy fonts are to read
- ALL CAPS ARE HARD TO READ
- Avoid abbreviations and acronyms
- Limit punctuation marks!!

4. Using pictures

- Interesting visuals as a backdrop is far more important than pages of text
- A picture is worth a thousand words
- Use simple animations

5. Bullet points

- Maybe the best way to get your message across
- Keep it simple; the fewer the bullets, the better; make bullets visible; 14-24 font
- Bulleting gives structure/ organization to slides
- Limit of bullets per slide (normally)
- Limit each bullet to 6 words (normally)

6. Designing the presentation

- Words (text)- 7%; Vocal input- 38%, Visual- 55%

7. Animation

- Animation should be limited
- Animation used only for special emphasis
- Excessive animation should be avoided for formal and academic presentation

8. Clip art and graphics

- Use when text needs visual explanation
- Limit to two graphics per slide

Planning a PPT Presentation: Presenter should assess the audience before starting the presentation. He should consider size (no. of audience), demographics, knowledge level, etc. of the audience.

- “Success depends on your ability to reach your audience”
- The presenter should consider the rules of lecture giving especially the sequence of lecture and guidelines for giving a lecture

What Makes an Effective Presenter?

A presenter should keep in mind the following points while presenting a topic:

- Control of information; the voice used
- The right words
- Use of body language
- Prompts, scripts and notes
- Useful and meaningful visual aids
- Avoid verbal fillers such as “Um”, “uh”, “like and any unrelated word or phrase
- Talk to the audience, not with slides (e.g. eye contact)

Advantages of Giving a Presentation

- Increase Lerner’s attention
- Make the learning environment more realistic
- Deliver the message very quickly
- Easy to distribute PowerPoint printout (offline and online) to learners for future references
- Possible to store in the computer

Limitations of Giving a Presentation

- A computer, projector, screen and electricity are required
- Skills required for preparation and presentation
- The electronic file may be lost as result of a computer virus or accidental deletion.