

Powerpoint presentations

How to give a good presentation
and keep your audience engaged:

Aspire never to present a “powerpoint”,
only a presentation.

- Despite frequency of use, few people have been trained in how to use powerpoint.
- It is a tool like any other (whiteboard, video, verbal tone, your appearance, etc.)
- Powerpoint can detract from getting your point across.

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How to Give an Effective PowerPoint Presentation

Price: \$ 86.85 (USD) [Add to Cart](#)

You will receive 3.0 credits (CE) upon completion of this course.

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Course Description

This three-hour course contains specific advice and guidance on how to use The Microsoft PowerPoint presentation program to give effective presentations. The course provides general guidance on the use of text, color, bullets, visuals, and special effects in presentations. Tips are included on how to use a few of the unique features of PowerPoint.

The student must take a multiple-choice quiz consisting of twenty-one (21) questions at the end of the course to obtain PDH credits.

State Board Acceptance

This course can be used by professional engineers to fulfill PDH requirements mandated by state and provincial licensing boards. Decatur Professional Development is an approved provider of continuing education in all states that

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Few words

- “5-5-5 rule”
 - No more than 5 words in title
 - No more than 5 bullet points
 - No more than 5 words per line
 - Rules are made to be broken

Graphics

- Do not put a lot of data on a slide
- The audience can read it faster to themselves than you can read it aloud
- They won't listen to you and will get bored and distracted.

- Slides should never be able to stand alone

- MWSnap (PC)
- Grab (Apple)

Speaking during powerpoint

- Start with a crisp, focused opening - maybe an anecdote or overall conclusion

- Do not read over your slides
 - Let the audience look at them first
 - Otherwise, their attention will be split between listening to you and reading

- **Timing:** start on time, end on time, and practice to be sure this happens
- **Questions:** thank questioner even if the question is terrible; place time limit on know-it-alls; keep answers short and on target.

- **Background:**
 - Use consistent color scheme
 - Avoid red/green
 - Distractions:
 - Elaborate backgrounds
 - Animation
 - Sound effects
 - Logo on first and last slides

style

- Use remote
- Move around
- Do not read slides
- Try making eye contact
- Try asking rhetorical questions
- Have a grand finale - and thank audience

Guidelines for structure:

- Body text
 - – Different font from title
 - – At least 24 point
- Bullet items outline main points; speaker provides detail
- Plan 2 to 3 minutes per slide, so 4-minute talk has
 - – 1 intro slide
 - – 2 body slides
 - – 1 “for more information” slide