Building a Great Presentation

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Presentation Overview

• Planning Your Presentation
• Building Your Slides
• Using Design Templates
• Advanced PowerPoint Features
• Delivery Techniques
Planning Your Presentation

Analyze your audience
  Client, Manager, colleagues, ....

Plan your purpose
  Motivate
  Persuade
  Inform
  Impress
  Show teamwork
Planning Your Presentation

Plan Your Outline to include:

Title
Presentation Overview
Content
Summary
Thanks and Questions
Planning Your Presentation

Plan Your Time

Plan at least 30 seconds per slide; 1 minute is better

A 30 minute presentation should have roughly 20-30 slides

30 minutes should be the target time of your PDR or CDR
Planning Your Presentation

Plan your content:

3-5 bullet points (at the most) per slide
Include pictures as much as possible
Use chart features to depict data
Use the full slide width for extensive data
Decide on a linear or non-linear presentation (e.g., PowerPoint vs. Prezi)
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Building Your Slides

Modify the Master Slide

Change font, size, etc once for the entire presentation

(Demonstration of Master Slide)

Modify Master Slide to your preferences
Building Your Slides

Consider changing the traditional design

Eliminate bullets; use tabs instead

Use the entire slide width for titles

Use a new template not currently in PowerPoint
Design Templates

Download free templates from these sites:

http://www.brainybetty.com
http://www.soniacoleman.com/templates.htm
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Design Templates

Use a light background with dark text
Dark backgrounds are problematic in dim lighting
Be careful with colors, as projected slides may look very different from your LCD screen
Choose a template that matches your content thematically as much as possible
Try to avoid animated templates
   Animations distract from your message
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Advanced PowerPoint Features

- Custom animation
- Using internal hyperlinks
- Using external hyperlinks
- Using a motion path
- Linking to another PowerPoint show
- Buttons
Advanced PowerPoint Features

Go to Slide One – internal link (usually works fine)
Go to Mercer School of Engineering – external link (be careful)
Go to another presentation (be careful)
Go to a Word file (be careful)
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Delivery Techniques

Where to stand
Where to stay
Using your voice
Laser pointer?
Constantly orienting the listener
Managing gestures
Thanking the audience
Asking for questions
Recommendations and Suggestions

• Shorten presentation as much as possible
  • Have material available for anticipated questions

• See other PDRs

• Practice
  • Record and review a short sample
    • Modify what you don’t like
    • Repeat as needed
  • Have friends critique your performance
Demos/Videos

• For CDR have a movie made of your design working properly, if possible in addition to a demo.
• Show at end of presentation.
Questions?