Effective Design of PowerPoint to Engage Your Audience

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Effective Use of PowerPoint

- *PowerPoint* can be a highly effective tool to aid learning,

- **BUT**

- If not used carefully, may instead disengage students and actually hinder learning

Tips to Make PowerPoint Presentation Effective

1- Decide the Role(s)

❑ Lecture outline

❑ Hand outs for students

❑ Visual Aid

❑ Timed quizzes

❑ On line lectures

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Tips to Make PowerPoint Presentation Effective

2- Plan lesson content first

o The content should drive the design

o Experts warned about the dangers of planning presentation in PowerPoint.

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Tips to Make PowerPoint Presentation Effective

3- Avoid too much text:

➢**Do you put everything you want to say on the slides ????**

Always Remember!!!!!

➢**Slides illustrate of the Lecture, not the lecture itself**

➢**Don't use long paragraphs (use bullets)**

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3- Avoid too much text (Cont.):

The 6x6 Rule

➢**6 words per line**

➢**6 lines per slide**

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➢ *4- Use A Simple Design*

➢ **Don't think of decoration**

➢ **Create your simple template**

➢ **Use a small logo of your institution**

➢ **Create colors based on your logo**

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➢ *4- Use a simple design (Cont.)*

➢ **Text must be readable from the distance**

➢ **Use large font size, visible font type**

➢ **Take care about Color Contrast**

➢ **Do Not overuse transitions and animations**

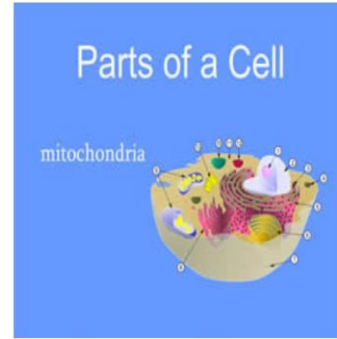➢ **Do not change the template often**

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➢ *5- Add Pictures & Animations*

➢ **supplement your ideas with images & graphs**

➢ **Do not overusing photos**

➢ **use Photos that promote the main idea**
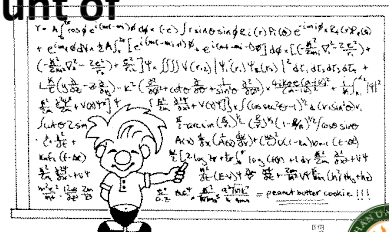

Complicated vs. Simple Appearance

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➢ *6- Don't overuse numbers*

➢ **Minimize the amount of numbers & equations**

➢ **Use simple charts that summarize large amount of numbers**

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Tips to Make PowerPoint Presentation Effective

➢ *7- Be flexible*

➢**Eliminate or exceed unnecessary slides**

➢**Prepare backup slides**

➢**You don't always need a slide**

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➢ *8- Use one idea per slide*

"Fewer words on a slide (ideally one sentence headline, no more than two lines, that states the assertion of the slide)"

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Tips to Make PowerPoint Presentation Effective

➢ *9- Put detail in the handouts*

➢ **Create handouts with detailed information to be distributed after class**

➢ **Handouts should be <u>different</u> from slides**

➢ **Never print PowerPoint slides as handouts**

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Best Practice Tips
Before & During Presentation

➢ **Technical Preparations :**
  1- Check

➢ **equipment and connections**

➢ **Projector**

Color- Resolution

Compatibility

Other possible equipments

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Best Practice Tips
Before & During Presentation

➤**Technical Preparations :**

2- Turn off screen saver !!!

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Best Practice Tips
Before & During Presentation

➤**Technical Preparations :**

3- Don't trust other computers:

❖**Don't work from CD**

❖**Check software versions & fonts**

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Best Practice Tips
Before & During Presentation

➢**Personal Preparations :**

1- Prepare a buck up plan

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Best Practice Tips
Before & During Presentation

➢**Personal Preparations :**

2- Practice the presentation

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Best Practice Tips
Before & During Presentation

➢Personal Preparations :

3- Don't read from the screen

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Best Practice Tips
Before & During Presentation

➢Personal Preparations :

4- Keep questions to the end

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Best Practice Tips
Before & During Presentation

➢**Personal Preparations :**

5- Stay on time

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Finally
To Post or Not To Post???

➢**Use Out line Format**

➢**Be aware of copyrighted information**

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Thank you for attending my presentation!

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