Powerful PowerPoint Presentations

Creating Effective Presentations
Using Microsoft PowerPoint

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Course Overview

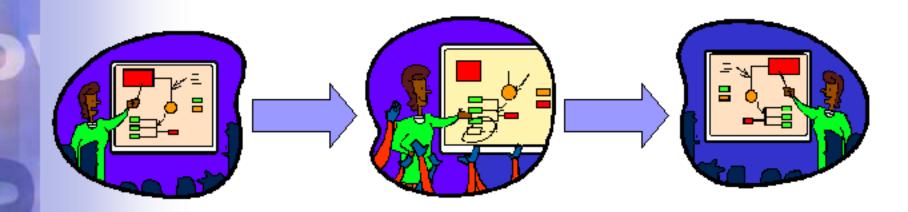
- Objectives
- Organizing Content
- Using Plain Language
- Using Graphics, Animation, Links
- Using Essential Design Principles
- Conclusions
- Questions

Objectives

- Understand how content organization affects PowerPoint creation
- Understand basic Plain Language rules and their PowerPoint applications
- Understand how to use animation, links, and other essential design principles in PowerPoint

Organize Content

- Tell them what you will tell them
- Tell them
- Tell them what you told them



Use Bullets to Outline Information

- Plain Language tips:
 - Write for a specific audience
 - Write in present tense
 - Define technical terms and acronyms
 - Use short sentences
 - Use bullets
 - Use hotlinks

Use Animation to Add Emphasis

Plain Language:

- Effectively communicates with a specific audience
- Is grammatically correct
- Tells a reader just what he or she needs to know without unnecessary words or expressions

Use Pop-Ups to Illustrate Points

Plain Language minimizes:

- Jargon and idioms
- Unnecessary details
- Passive voice
- Inconsistent style
- Long sentences

around

ENGLISH

Body Idioms



I've got my head screwed on,



I'm keeping my nose clean,



my chin up,

but it's no use,

I'm still ...



and my shoulder to the wheel,

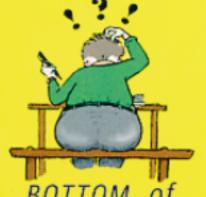


my heart's in the right place,





and I'm putting my best foot forward,



BOTTOM of the class!

A Very Boring Long Sentence

 EFO counseling is very effective in cases where there are factual disputes because counselors are authorized to obtain documents that may lead to resolving the disputed issues. However, in disputes dealing with work relationships where strong emotions are present, rediation is a valuable tool in creating climate in which the two parties ca. exchange information and recommend ways of resolving the differences to ween them.

The Plain Language Revision

- EEO counseling vs. mediation
 - EEO counseling
 - Useful in factual disputes
 - Obtains documents to resolve disputes
 - Mediation
 - Useful when dealing with work relationships or strong emotions
 - Creates a climate for exchange and resolving differences

Use Links to Add Details

- For consistent style:
 - Use a style guide
 - http://www.councilscienceeditors.org/pu bs citing internet.shtml
 - http://www.kelcom.igs.net/~nhodgins/c
 be style.html
 - Use a style sheet
 - http://www.lehigh.edu/~inhelp/footnote/ /acs.html

Design Guidelines

- Maintain high contrast between text and background
- Use a clear, readable font
- Use a large font size
 - Minimum 24 point for large rooms
 - Minimum 20 point for smaller rooms
- Use engaging (but controlled) color
- Use effective graphics/multimedia

Conclusion

Organized Content

- + Plain Language
- + Graphics, Animation, Links
- + Design Guidelines

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More Information/Bibliography

 Available from the National Network of Libraries of Medicine MidContinental Region technology page:

http://nnlm.gov/mcr/technology

Thanks!

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