Advanced Power Point and Presentation Design

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Today’s Presenters are...

• Brooke Hill: Presenter
• Nancy Brown: Moderator
Introduction: Advanced Power Point Design

- What is an advanced presentation?
- An advanced presentation is one that is planned, well arranged, and engaging to the audience.
- The arrangement of your slides can make or break your presentation.
- Today’s focus will be on how to arrange your slides to be the most appealing and engaging for your audience.
Objective

The purpose of this session is to refine your Power Point program skills, review slide arrangement and planning, and how to view your presentation before final submission.
Topics Covered Today

• Learn about the importance of planning your presentation
• Learn about slide arrangement and the purpose of different slide formats
• Learn how to view your presentations before final submission
• Final review the Power Point checklists
The Plan

• Before starting any presentation always have a plan whether it is written or typed have an idea of what you are going to present.
• Planning a presentation is simple if you have notes from you work or class
• Arrange your notes as you would paper, strongest points first
• Chronological order is important as well to create sense of flow
Draw a Plan

• Power Point is about a visual presentation
• On paper or in Microsoft word draw out or write out your presentation.
• This is one of the critical steps to success and it will help you have a vision of what your presentation should be
Sample Plan

Sample One Power Point Planning Template

Slide Number:
Type:
Title:
Notes/Bullets:

Slide Number:
Type:
Title:
Notes/Bullets:
Sample Plan Demo
Bullets Points: How many is too many?

• Power Point presentations are about visuals
• Do not over crowd your slides with too many topics, this overwhelms the audience
• Think 3-5 points per slide
• If you are using an image or graphic make sure to account for space and placement with bullet points as well.
Bullet Point Example One:

- Bullets here
- Easy sentences
- Written in large font for audience
Bullet Point Example Two

- Bullets here
- Short ideas
- Concise and clearly written
- Image sized to the right
A Basic Plan Demo
Slide Types

• Coupled with your plan should be an idea of what types of slides you will be using.
• Power Point offers several slide variations.
• There are nine slide formats to choose from.
• Apply the appropriate design to the appropriate content.
Slide types Continued

The slide variations in Power Point are:

- Title slide
- Title and content
- Section header
- Two content
- Comparison
- Title only
- Blank
- Content with caption
- Picture with caption
Slide Types Demo
Slide Arrangement

• Slide arrangement is another important aspect for your presentation.
• Your presentation begins with the title slide, followed by and introductory slide that can either be a title slide or a slide with facts.
• The slides following are all your information.
• Choose the slide that best fits the information you are presenting.
• For comparisons use the slide entitled comparison.
• For charts with explanation use the slide entitled two content.
Slide Arrangement Continued...

- Choose the slide that best fits the information you are presenting.
- For comparisons use the slide entitled comparison
- For charts with explanation use the slide entitled two content
- For picture with a caption choose the slide entitled picture with caption
Slide Arrangement Video
Viewing your Presentation before submission

• Viewing your presentation before presenting or submission is critical

• You want to make sure all your links, your narrations, your videos, and transitions work.

• Give yourself enough time to check your work, don’t wait until the last minute
View Demonstration
Power Point Checklist One: The Basic Checklist

Here is a check list to remember every time you are required to do a presentation:

- Plan your slides before using Power Point (facts, title slides, how many slides)
- Pick your template> Keep it thematically appropriate, simple is best
- Experiment with the different tools of the Power Point> the best way to learn is through practice and application
- Make sure all videos, film, and narration work before submission or presentation
- Cite your work as needed with a works cited slide
- Research, have a question, find an answer. YouTube has great resources, and here at the academic skills center we have answers to your questions.
Power Point Checklist Two: The Arrangement Checklist

• Your arrangement is very important with Power Point
  ✓ Remember to select a theme that suits your topic and will engage the audience
  ✓ Select transitions that are smooth
  ✓ When narrating a presentation make sure you rehearse what you want to say, speak clearly, and enunciate your words
  ✓ Make sure your computer has recording abilities
  ✓ For film and video depending on the file source make sure you embed the link in your presentation, and make sure the film you choose to use works before presenting or submitting
  ✓ Most of all experiment and have fun
Homework for You

• Practice with the program
• Learn through trial and error
• Ask questions and do a little research
• Plan a presentation from the beginning
Resources for you

- For more information, including archived recordings, resources, and tutorials, visit us at:
  - Academic Skills Center Website
  - [http://academicguides.waldenu.edu/academicskillscenterhome](http://academicguides.waldenu.edu/academicskillscenterhome)
  - Skill-Builder Website
  - [http://academicguides.waldenu.edu/ASC/skillbuilder](http://academicguides.waldenu.edu/ASC/skillbuilder)
  - E-mail: ASCTutoring@Waldenu.edu

- More will be coming soon so check the Academic Skills Website for updates.