

Power Point for Presentations – Important Tips

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Abstract – In most of the colleges of world, still the common method of teaching is via didactic lecture and often lecture is delivered by teacher with aid of power point presentation. In current Indian scenario, many teachers are not properly aware of how to use computer and make power point presentation in effective manner. Well presented and focused power point is very good method to educate children. In present article, we tried to concentrate on important tips for power point presentation which will be very useful for the teachers of any field.

Keywords — Power point, Tips, Presentation, Education.

I. INTRODUCTION

Delivery of thoughts by words in presence of others is a matter of art and lifelong learning process and power point is one of the electronic media which help in that. [1] When using electronic presentations, it is easy to be carried away by its amazing capabilities and forgetting the aim of the presentation i.e. to deliver a message. To avoid being carried away the following guidelines may be helpful. Now we can see digitalization of education system with pen drives, computers, power points, videos, laptops etc. Following are the tips for effective use of the power point presentation that most of the teachers are still missing. [2]

II. TIPS FOR POWER POINT PRESENTATION

The key to effective presentation is preparation, preparation and preparation i.e. a three phase preparation process. The three phases are: Contents of lecture, Features and presentation to be included in power point and Technological rehearsal of entire presentation. [3]

Contents of lecture

Before proceeding towards making of actual power point, one has to decide title of the topic, learning aims and objective, time period, logical goal and flow of the content. It is recommended that a storyboard is developed for the presentation in electronic media. [4] Storyboarding is a technique borrowed from film and advertising, requires one to create a paper representation that illustrates all of the text, techniques and interactions in proper sequence. [5]

Tip - 1: Develop an appropriate visual story board.

What you want to convey and in what sequence is decided first, before color and dynamic events are added. Do not think that once you have decided on the order you cannot change the sequence. You can change the sequence of the slides at any time by using the power point slide sorter. After preparing the outline, one must review for certain points like appropriate theme, text include illustrations, type of multimedia, incorporation of video and sound. One can incorporate video and sound in the power point by go to the menu bar and choose insert object, sound/video. Since sound and video take up a lot

of space you have to be very careful. Alternative options are link to sound and video clips from CD-ROM or play sound and video externally to the computer presentation. [3]

Tip - 2: Use sound and video only for educational purposes and not for distraction.

When designing the outline, wherever possible, provide the students with effective learning cues. Consistent use of one color or icon can cue the student to a main point or essential 'action'. [6] Verbal explanation with effective visual cues create best environment for students.

Tip - 3: Look for different ways to provide relevant and best 'Learning Cues' in your presentation.

Search for effective learning cues is the matter of art which will develop only after experience. Till now everything is done on the paper representations only. After that you can go to the next stage of feeding into the computer.

Features and presentation to be included in power point

One can use auto content wizard or create your own slide design. Pre-designed master slide templates help one to fill in titles, graphics and charts. [7] Whatever you do remember the following rules. The text must be legible and clear. Use a font i.e. letters without the small tail added to the ends of letters. Helvetica and Arial are Sans Serif letters while Times New Roman and Dutch are examples of Serif letters. [8] A sans serif font with uniform line thickness is easier to read and a better choice for PowerPoint presentations. [9, 10]

Tip - 4: Pre-select a standard Sans Serif font for clarity and readability for every one present as audience.

The size of the letters must be such that the person in the last row in the venue of your presentation can see clearly. If the venue has > 200 seats than use 42 points font size for heading and 36 points for main text.

Tip - 5: When choosing font size always consider the size of the room at the presentation venue.

When designing the text remember the rule of six that is six lines per visual and six words per line. [3, 11] In addition, remember to present one idea per screen and use lower case letters for readability. [12, 13, 14]

Tip - 6: Select predominantly lower case letters for maximum effect of presentation.

One has a wide choice of color combinations with power point. Color is used for highlighting key messages like providing learning cues, emphasizing relationships, discriminating between objects and for arousing interest. [10] Plan the color scheme for the whole presentation before choosing colors for individual elements. Limit color regions on any one slide to maximum of four. If the text color is white/pale, background should be dark. If text color is black/blue choose a light background. [3]

Also consider the psychological effects of color like bright color denotes energy while white is more cheerful than black. When choosing colors, one must consider the type of output. Colors displayed on your monitor may not be the same when viewed on large screen projection system. Blue as the main background for presentation is a good choice.

Tip-7: Use key words and phrases on the slides instead of entire sentences. Make sure to proofread for spelling errors.

If long sentences are written on the slides then audience can't focus on the content of your talk and they just keep passing important time in reading it and feel boring. Just keeping important words will make them think and listen you carefully for explanation. [15, 16]

Tip-8: Preview the effect of your chosen colors before actual presentation.

The presentation of your slides is called as the slide show. You can see the slides as you will see them during presentation by going to the menu bar and clicking on the slide show. Now one must decide that how information will be displayed on each slide which is called as "Build" in which one can reveal progressively, one can create dynamic effects and one can dim previous points. Second point one must clarify that how each slide moves to the next which is called as "Transition". [7, 17] There are a variety of ways of going from one slide to the next. One can also control the speed of appearance and disappearance. These are all on the slide show menu.

Tip-9: Element of build and transition features must give priority to the effect on audience learning.

One can insert pictures from clipart gallery or by drawing or from CD-ROM or by scanning diagrams/ photographs to reinforce presentation. One must remember to limit the number of pictures on each frame, to avoid covering text by picture and to choose pictures which are relevant.

Tip-10: Choose pictures and clipart that enhance presentation message in effective manner.

Tip-11: Don't use excel for your graphical presentation.

Graphs are a great way to present a huge deal of information to your audience. It is much easier to view and understand a graph than digest a series of numbers in a table. Power point has a fantastic graphing program of its own, and the graphs it produces are more pleasing to the eye, behave better, and fit into the look of your presentation. The graphing program built into power point is very similar to the one in Excel, but it simply works better. [18, 19]

Technological rehearsal of entire presentation

Now it is the time to spell check and review the entire presentation technically and skillfully. One must answer the question that how well the graphics capability of your computer matches that of the presentation equipment. Quality of the projected image depends on resolution and range of colors. If you are using LCD panel with an overhead projector (OHP), please remember that the OHP is a special one with a powerful halogen lamp. Ordinary lamp present in the usual OHP will give a very dim picture.

Find out what is the power point version and verify whether the required fonts are available at the venue of presentation. One must sure that how well the capability of your computer match those of the presentation equipment. [3]

Tip-12: Make out the version of power point present at the venue where one is going to present and discuss one's requirements with the technical staff.

Tip-13: One must always be prepared for the unexpected occurrence and have a backup plan if the technology should suddenly fail.

The more you practice, more confident you will be in the presentation skill. Various authors have given useful guidelines for the same. [20, 21] You have to rehearse timing of slides and how to control the build function and transition. One must decide his preference of using mouse/ remote control.

Tip - 14: Always conduct a complete rehearsal in the venue where one will be presenting.

III. CONCLUSION

Power point presentations are interesting, dynamic and effective. Software is user friendly and fun to use. Remember when you give a slide show; the content should be center stage. Use tools such as animations, transitions, sounds and movies to emphasize your points, to help learning and not to draw the audience's attention away to special effects.

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