



Using
PowerPoint

Power Point Presentation Tips

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Presenting with Power Point

- Keep the lights on, and use a powerful projector
- Use no more than three slides per minute
- Ban all fonts lower than 24 point
- Use light backgrounds and dark type as a standard
 - Experiment with the room and the projector

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Creating Your Presentation

- Use as a source of notes and key “talking points,” not as a place for the text of your talk
- Create as you would an outline
- Avoid too much on one screen
 - Divide into supplemental screens
- Build some slides that can be reused; concentrate on perishable information on a few revisable slides.
- Check for accuracy and logic

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When You Present...

- Use the presentation as support, not as the central element
 - As preview and review
- Don’t read each slide out loud word by word
- Decide in advance whether slides are for simplification or elaboration

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When You Present...

- Look at the audience, not the computer
- Do not turn your back on the audience
- Do not sit behind the computer
- Use a remote mouse or a long cord
- Provide notes for your audience

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When You Present...

- Tell your audience what’s coming, what is, and what’s been said
- Don’t be embarrassed by content-filled slides (without big multimedia)

Information taken from Brown, David G. (2001).
“Power-Point Induced Sleep.” *Syllabus*,
January 2001, page 17.
Clip art from Microsoft Design Gallery Live,
<http://dgl.microsoft.com>

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Professional Presence

- Don't apologize
 - Technical problems
 - Font transfers
 - Unexpected room constrictions, etc.
- It tends to only magnify the problem
- Be confident – your preparation will carry you through