

POWERPOINT AND BEYOND

Presenting on Purpose

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OBJECTIVES

In this session we will cover:

- PowerPoint Basics
 - Advanced Features
 - Top 10 DOs and DON'Ts
 - Getting Started with Prezi
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HOW COMMON IS THIS?



Getting Started:

THE BASICS

PLAN FIRST, THEN BUILD

- The 5 W's and an H:
 - Who?
 - What?
 - When?
 - Where?
 - Why?
 - How?
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PRESENT ON PURPOSE!

- Choose templates that are aligned with your objectives
 - Modify master slides to ensure uniformity
 - Remember that you are the main attraction
 - Build content first; then embellish for emphasis
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The Next Level:

ADVANCED FEATURES

ADDING STYLE ON PURPOSE

- Keyboard Shortcuts
 - Annotations
 - Animations & Sound Effects
 - Transitions
 - Inserting Images, Audio & Video
 - Recording
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Tips and Tricks:

NICOLE'S TOP 10 LIST...

DOs and DON'Ts

1. DO follow the 6 x 6 rule
2. DON'T cram in too many slides & rush
3. DO choose templates, colors, & fonts carefully
4. DON'T overpower content with animations & sound effects
5. DO use grammatical parallelism



DOs and DON'Ts

6. DON'T use generic / poor quality / too many images
 7. DO use visuals to simplify or reinforce message
 8. DON'T use complete sentences
 9. DO use section dividers to “chunk” content
 10. DON'T use transitions between slides of same style
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Another Option:

INTRODUCING PREZI...

WHAT IS PREZI?

- <http://prezi.com/oficgbpunwrz/the-imprezzing-prezi-song/>

WHAT IS PREZI?

- Cloud-based presentation software
 - Visually dynamic, zoomable canvas
 - Import PowerPoint presentations
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GETTING STARTED

- Go to <http://prezi.com/pricing/edu/> (“Enjoy” license is FREE!)
 - Edit & Share, Public/Private, 500 MB
- Sign-up for the “Presenting with Prezi” workshop
 - July 11th, 10-11am
 - <http://workshops.etg.usf.edu/>

Present on Purpose:

FINAL THOUGHTS

THE LAW OF 3's

1. Spend Wisely
 2. "K.I.S.S." (Keep it Straightforward & Simple)
 3. GPS
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