Creating & Completing Presentations
By the end of this workshop, you will be able to:

• Design engaging PowerPoint Presentations

• Choose effective designs

• Apply the Presentation tips & Techniques
Design is not just what it looks like and feels like. Design is how it works.

(Steve Jobs)
People Remember...

10% of what they hear......

Up to 65% & of what they see & hear...
Evaluate Audience
Create Outline/List of what you want to cover*

* Spend about 5-10 minutes on this. It should be quick
Choose Design
Colors  Fonts  Images
Backgrounds

Light room?
Light background

Dark Room?
Dark background
Choose 2-3 colors for Color Scheme
Examples
Fonts

Size & Font Style

Can you read this?
What about this?
Or is this one better?
How about me?
Can you read this?
What about this?
Or is this one better?
How about me?

Use 32pt. font size or larger

Distinguish between titles & body
Times Roman is a serif font.
Ariel is a sans serif font.
Title

Sans Serif

Body of the slide – Serif
Write down everything word for word what you want to say in a PowerPoint. It’s much easier to capture the main points visually & then elaborate
What TO DO

- Keep it Simple & Clean
- Be Consistent
- Turn Sentences into phrases

- Limit your bulleted list 4 or less
Group like together
Ready...Set...Present!

- Prepare as if the PowerPoint slideshow won't be there – you are the MAIN Focus
More Presentation Tips

• Practice at **least 3 times**
• Plan ahead (notecards or basic outline)
How to Prevent Yourself from Freaking Out
Start SLOWLY

&

Take Deep Breaths
For More Info


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