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How to Create and Use Effective PowerPoint Presentations

Jacquie Gudmundsen
NAIDM 2021

Personal Goals

- Tell us your name
- What you want to gain



Objectives

- Apply common standards
- Focus on message
- Use criteria for visuals
- Ensure audience sees visuals
- Speak to audience

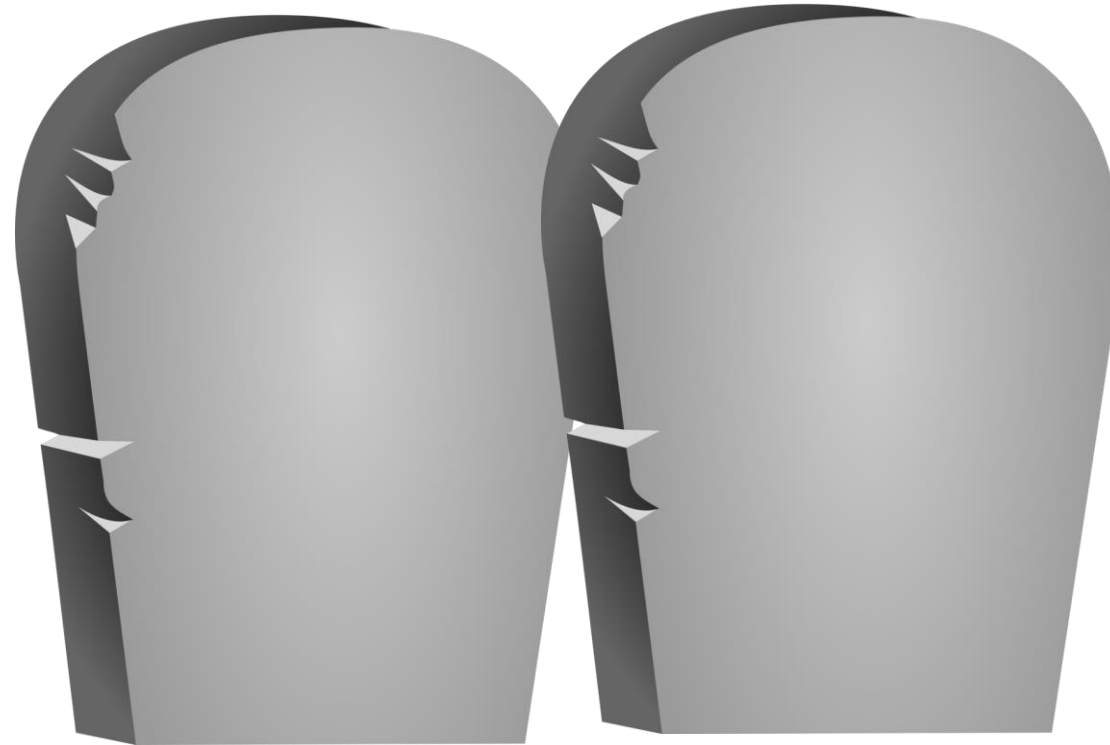


Discuss and Share

What have you seen
that you did not like?



Ten Commandments for Presentations



With acknowledgement and apology to Susan Bucholz and Jill Ulman of Purdue University



Shall Nots

- Thou shall **not** put *War and Peace* on a slide
- Thou shall **not** use fonts smaller than 28 pt
- Thou shall **not** use busy backgrounds
- Thou shall **not** use too much detail





Help Your Viewers

- People need/want to get to the point quickly
- Don't want too much reading
- Can't both read and listen effectively



Thou Shall Not Use Slides Alone

Why Not?



Include Interaction



- Questions
- Discussion
- Application
- Movement



Discuss and Share

What have you seen
that you did like?



Shalls

- Thou **shall** use animations sparingly
- Thou **shall** avoid meaningless gimmicks
- Thou **shall** allow time to process slide
- Thou **shall** be consistent in format



Thou Shall

PRACTICE



Common Overall Standards

- **Consistency** - format, font, color, transitions
- **Simplicity** - 3 levels, main points only
- **Legibility** - sans serif type, nothing less than 28pt.



Criteria for Visuals

- Easy to see in lighted room
- Easy to use
- Emphasizes main points
- Helps audience picture message
- Aids understanding and memory

**3 x More
3 x Longer**



Standards for Visual Aids

- Clear
- Unified
- Simple
- Consistent
- Legible
- Creative





PRESENTATIONS

NAIDM

The background of the top half of the slide is a repeating pattern of white interlocking circles on a blue background. The circles are arranged in a grid, with each circle overlapping its four neighbors. The text 'NAIDM 2021' is centered in the upper portion of this pattern.

NAIDM 2021

EFFECTIVE PRESENTATIONS

**Everything You Ever
Wanted to Know**

Welcome

- This is a presentation about creating effective PowerPoint presentations and using them effectively. Simple rules to follow and sensible options help you as a presenter.

Process

- Step 1—format your slides
- Step 2—Make choices
 - Design
 - Background
 - Color
 - ✓ Use red sparingly
 - ✓ Too much bold is loud
 - ❖ Light colors may fade
 - ❖ If printed, will slides be muddy

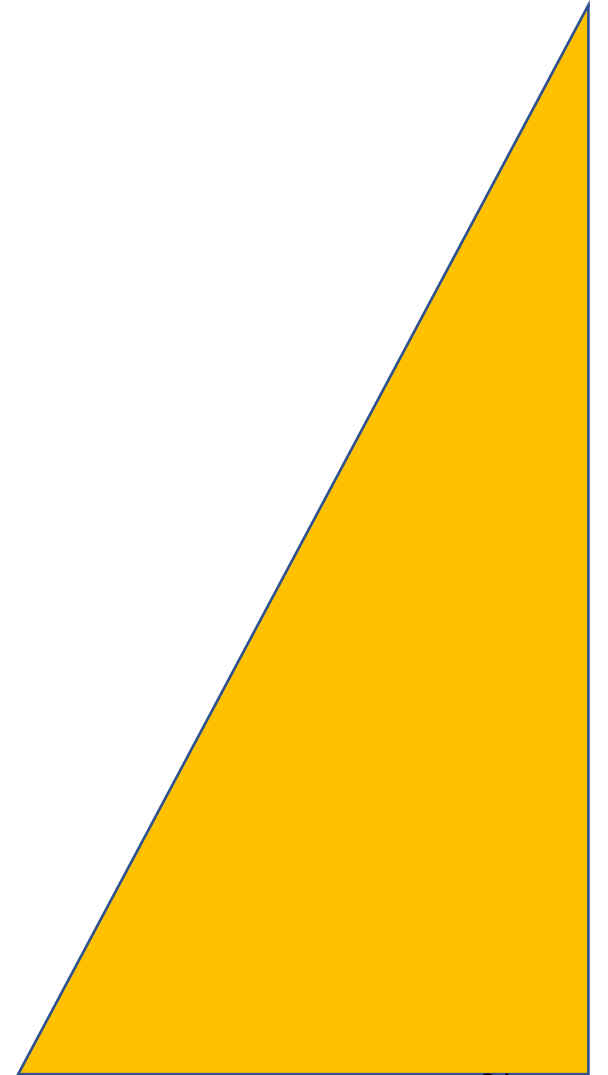
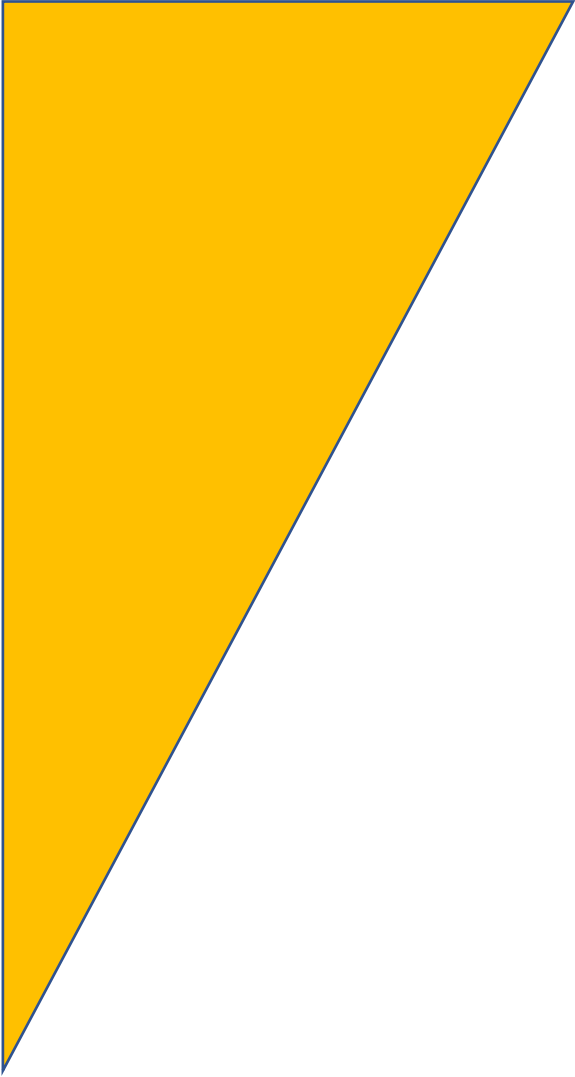
General Guidelines



- ✓ Aim for 1 per minute
- ✓ Use 6 X 6 Rule
- ✓ Limit numbers
- ✓ Use photos, charts
- ✓ Highlight key ideas
- ✓ Use simple fonts



Avoid Distractions



STEP 7 – System Prevent and Follow Up Actions



Detection Control



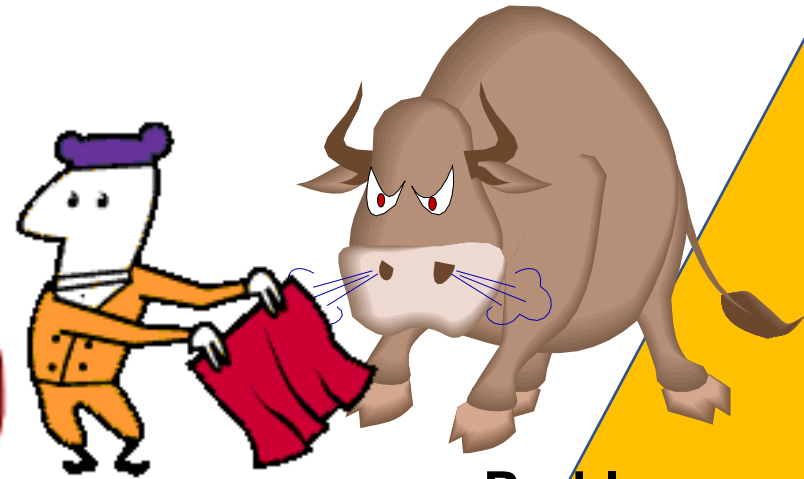
Process



Controls need to be monitored



Preventive Action



Problem

Containment Action



STEP 7 – System Prevent and Follow Up Actions



Detection
Control



Process



Controls need
to be
monitored



Preventive Action

Eliminate the Root Cause
(Error Proof)



Structure Your Presentation

Opening—Prepare the audience

Body—Cover your main points

Conclusion—Ask for action



Opening

1. Gain audience attention

✓ *Story*

✓ *Example*

2. Relate topic and purpose

✓ *Analogy*

✓ *Demo*

3. Provide an overview

✓ *Question*

✓ *Quote*

✓ *Statistic*



Body

- 1. Identify key ideas**
- 2. Use supporting info**
- 3. Involve audience**



Closing

- 1. Summarize main points**
- 2. Ask for action**
- 3. Thank audience**









Using Visuals

YOU

are the primary visual



Remember!

- Face the audience
- Smile
- Introduce your visual
- Present your information





Please.....

- Review your recent presentations.
- Do they meet common standards?
- Apply recommended changes.
- Ask others what they think.





thank
thank
you!

