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Sample PP Slides

Spring 2007

- The following slides are provided as samples to help in planning your DID class presentation
- Some show things which **SHOULD NOT** be done
- Others show **PROPER** techniques
- It is suggested that you follow these recommendations when preparing your presentation
- The **MOST** critical thing to do before starting to use PP is to have a well-developed outline. Without one, there is little hope of having a good presentation
- I **WILL NOT** review any slides unless I have previously approved the presentation outline!

This is an actual size for number of the master size and appears on each slide automatically

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PowerPoint Slide Information

Follow these guidelines when preparing your PP slides:

1. **KISS** – audio or motion are **NOT** to be used.
2. The main purpose of a slide is to communicate - Anything which interferes with that goal is wrong.
3. Make certain to use charts or graphs when presenting numerical data.
4. Photos and graphics can be inserted if they add to the information being presented.
5. The slide background should be plain, not confusing.

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This is 60 pt type Arial Narrow Bold Shadow

This is 44 point Arial normal

This is 36 point Arial normal

This is 32 point Arial normal

The yellow border was inserted manually on each slide

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There is too much info on this slide!

- **Introduction** - Any presentation should normally have an introduction, body and conclusion. As you would expect, the introduction sets the stage for the major portion of the report and attempts to provide the audience with a general overview of what was done and the contents of the presentation. Each member of the group should be introduced at the beginning of the presentation before the overview of the topic begins.
- **Body** - The body of the presentation will go into as much detail as possible covering the most important information about the project. It should convey to the audience that information that your group felt were most important and relevant. Divide up this section into the appropriate sub-sections and headings such as "Past", "Present" and "Future".
- **Conclusion** - The conclusion should be a brief wrap-up of the report. Always ask if there are any question/comment. Time for questions does not have to be built into the presentation.
- **Question/Comment Slide**

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Amount of Information

- **Simplify, simplify, simplify**
- Reduce number of words to minimum
- Break up material in multiple slides if necessary
- Use "bullets" to add emphasis to various points
- Include pictures or graphics where possible

This is an actual size for number of the master size and appears on each slide automatically

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Printing PP slides

In order to print your PP presentation
6 per page, review the next slide
before attempting to print it.

This is an actual size for number of the master size and appears on each slide automatically

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