Using Power Point

How to effectively use Power Point in Presentations

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Preparing to Use PowerPoint

- Plan your speech FIRST

- Power Point Presentation vs. Presentation using Power Point as support material

- Use it only in the parts of the speech you need it
Preparing Your PowerPoint

- Use space effectively
- Use consistent color schemes, templates, fonts, and/or layouts throughout presentations
- Best to use darker color background and white text
Preparing Your Fonts

› Choose fonts that are easy to read

› Avoid using ALL CAPS (hard to read)

› Titles and major headings: 44-36-point font

› Subheadings & other text 32-24-point font

› Copyright and citations: 10-point font
Plan your speech FIRST
Power Point Presentation vs. Presentation using Power Point as support material
USE IT ONLY IN THE PARTS OF THE SPEECH YOU NEED IT
USE SPACE EFFECTIVELY
Use consistent color schemes, templates, fonts, and/or layouts throughout presentations
USE DARKER BACKGROUND AND LIGHTER FONT
Other Preparation Tips

- Make sure to use hypertext for links to websites, music files, or anything that is not IN your text slides; or put videos in slides

- Use animation sparingly, if at all
Delivering with Power Point

- Recheck slides before you begin
- Know Slide Show Commands
- Practice with Power Point

DISPLAY SLIDES ON WHEN DISCUSSING THEM – make efficient and effective use of blank slides when necessary
Delivering with Power Point

- Check room and equipment ahead of time
- Develop a back-up plan
I. Introduction

A. Attention-getter

B. Rationale for & Context of Study

C. Thesis

D. Preview
II. Body

A. Literature Review, if necessary

B. Method of data collection/analysis

C. Results of Study
III. Conclusion

A. Review Main points

B. Restate Thesis/Point of Study

C. Conclude – Contributions of Your Study
For Questions or Additional Tips

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