

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

How NOT to display a slide

- ◉ *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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