

LEADERSHIP '09

hosted by district 7 toastmasters





***The Art of
PowerPoint
Without Being an
Artist***

What We'll Cover

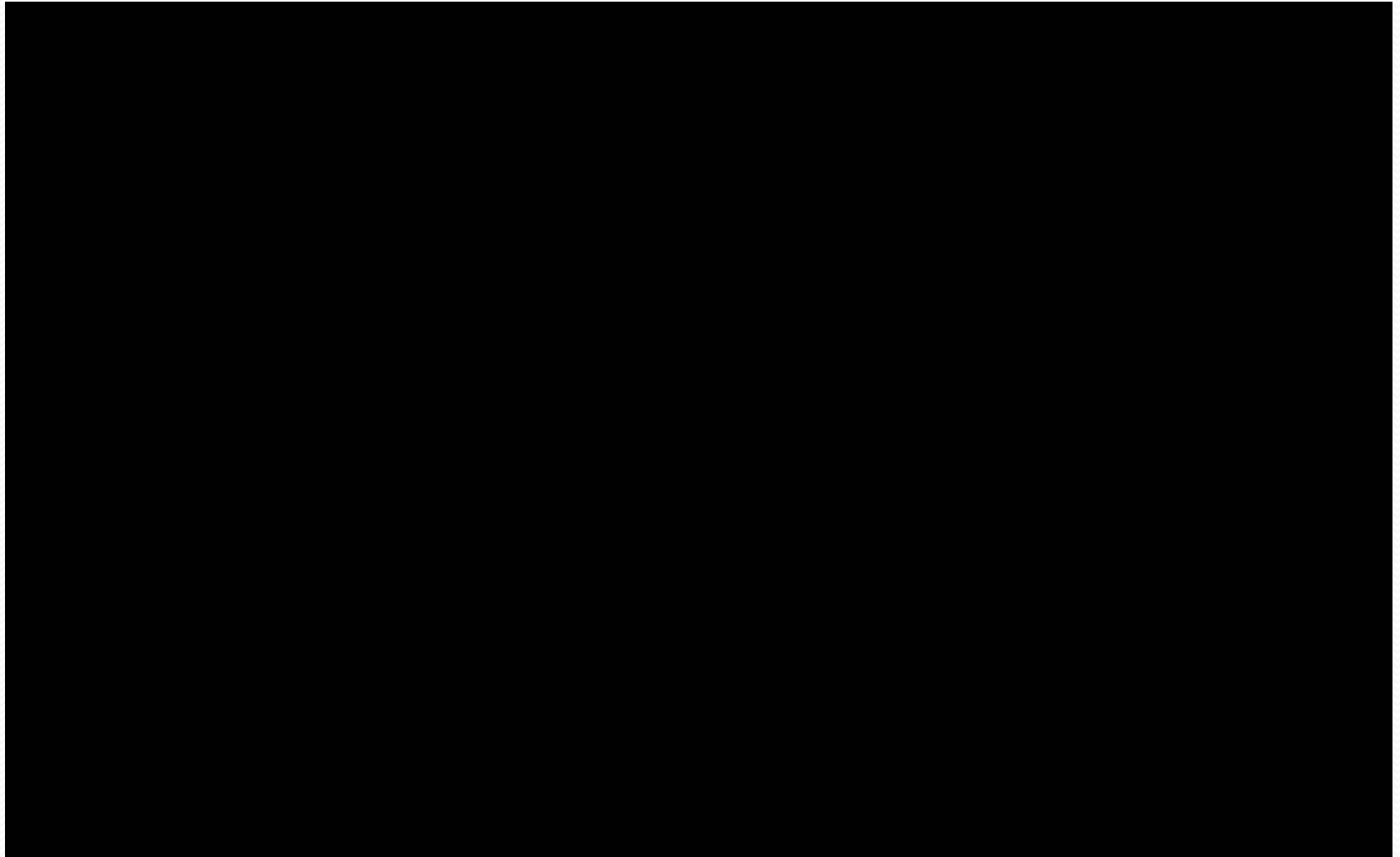
- **The Basics**
 - Putting Together a Simple Presentation
- **The Art**
 - Tips and Tricks for a Professional Presentation
- **Making It Memorable**
 - Tools for an Unforgettable Presentation

Putting It Together

Basic Set Up

- **Start a Blank Presentation**
 - **Select a theme**
 - **Create a basic opening/closing page**
 - **Title page**
 - **Footer with details and your contact info**
 - **Content page -- copy those for additional slides as needed**
 - **Save the template and use it again for other presentations**
- **No More than One Slide for each 1 to 2 minutes of speech time**
- **Simple colors—easy to read**
- **KISS – Keep It Super Simple**

Special Guest Star!



Don't Do This:

- **Read Your Slides**
- **Get Carried Away with Colors**
- **Get Too Fancy with Video or Sound**
- **Have Too Many Slides**
- **Use Complicated Graphs**
- **Include technical material without a handout**
- **Use multiple or fancy fonts**
- **Don't Forget – You are the Presenter and You are the Presentation! Not the PowerPoint!!**

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Do This:

- **Keep It Simple – Easy to See and Read**
- **Use a Theme – A simple One to Add Color**
- **Show Pictures and Graphics! Remember One Picture is Worth a Thousand Words**
- **Have a handout for notes with your contact info**
- **Have a handout for technical material**
- **Have an easy way for them to get more detailed information or to download the presentation**
- **Keep Text at minimum – That's for You to Present**
- **Have a Fun**

The Art

- **KISS – Keep It Super Simple**
- **Remember – You Are the Presentation – Not The PowerPoint**
- **One Picture Says a Thousand Words**
 - Use them--paint them with your body, voice and gestures
- **Always Have a Handout from the Presentation**
 - Include your contact info on it
- **For Complicated or Technical Material:**
 - Give a handout or another way to get that information
- **Make Presentation Available via Download or Email**
- **Have a Reward if They Take Action or Participate**
 - Make extra material available
 - Give a prize if they remember something or play along

Make It Memorable

- **Consider:**
 - **What was the last presentation you remember that was awful?
Don't do that!**
 - **What was the last presentation you remember that was good?
Do That!!**
- **Get them involved**
- **Appeal to their emotions**
- **Use Humor**
- **White board technique**
- **What's one thing you'll remember about this presentation?**

White Board Technique

- **Live Q & A**
- **Documented here and then provided when they visit and download the presentation later**
- **Speaker does presentation—helper to document the white board if possible**
- **What is the one thing you'll remember about this presentation?**
- **Time Permitting – Additional Q & A**

Your Notes – Our Notes

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- Add more substance
- Don't read the slides
- Add photographs—be careful with copyrights
- Add humor—cartoons are good—be careful with copyrights though
- Add ability to insert technical information
- Fly in's and transitions – might be distracting to the audience
- Learn Power Point – tutorials? Use help features in PowerPoint, ask a friend or teenager for help, PowerPoint for Dummies, check bonus slides here, visit Microsoft site for lots of help and free downloads
- Use the notes feature—see bonus material here
- Compatible equipment—use basic fonts like Ariel especially when you will be using equipment that is not yours.

Your Notes – Our Notes

The Art of PowerPoint Without Being an Artist


- Cutesy things like a phone that rings or other noises don't add value—might be distracting, might be fun—its your call whether to use or not.

How To Download This Presentation

- **Two Places to Download**
 - http://d7toastmasters.org/member-resources/downloads/cat_view/92-d7-shared-documents.html
 - http://callmypcdr.com/?page_id=10
- **Screen Shots to Download from D7Toastmasters.org**

Home x Downloads - Call My Pc ... x

http://d7toastmasters.org/



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Lou Radja **LEADERSHIP '09**

Awakening the Leader within!

Personal Development



2:31 PM 11/1/2009



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06/27/2009

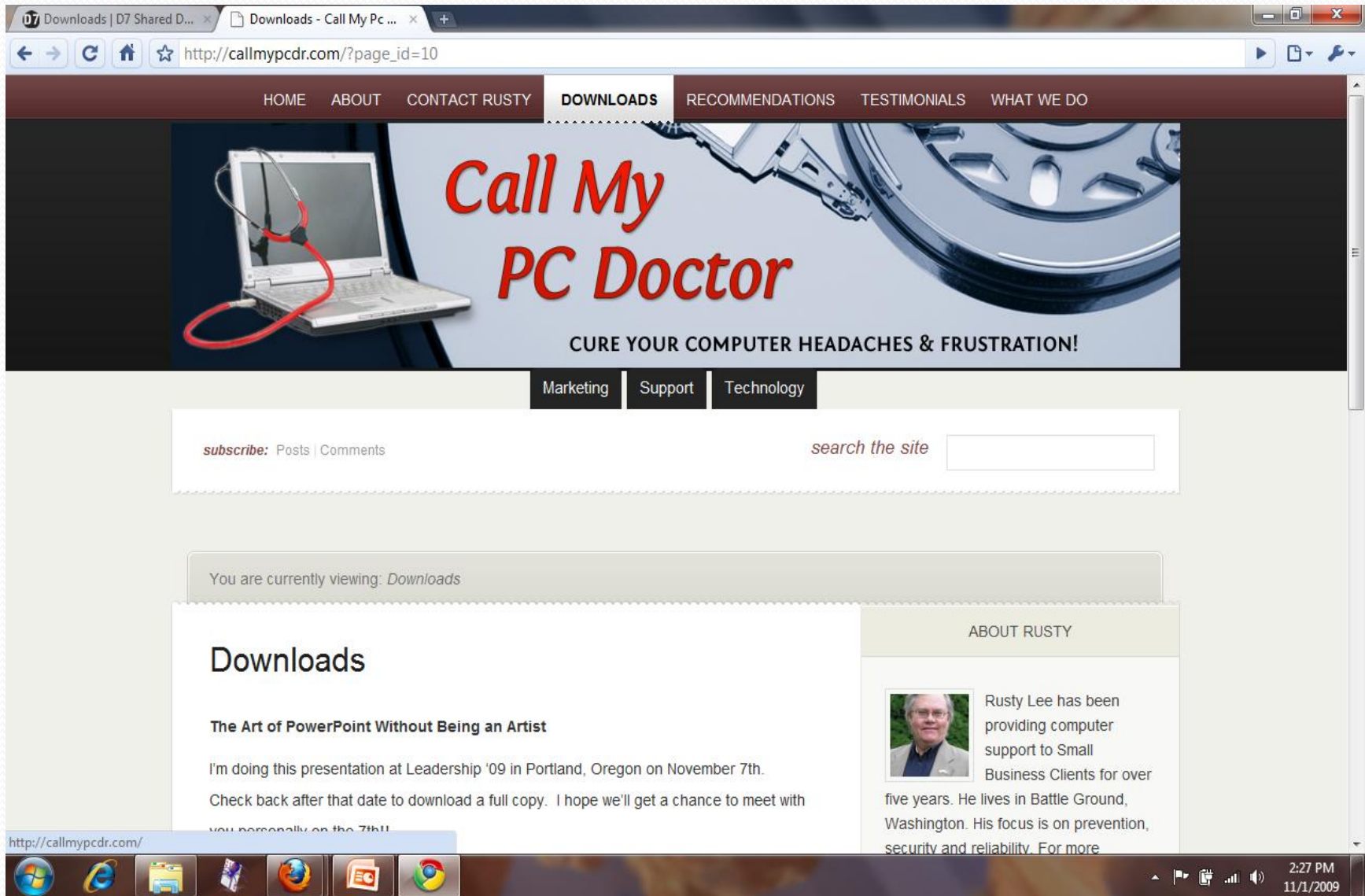
[A_Technology_To_Do_List_TLI_0609_updated](#) *hot!* Hits: 103

Technology To Do List for Toastmaster Leaders presented by Rusty Lee at TLI June 27th, 2009. Updated to include quick reference list by the numbers.

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11/01/2009

[Art_of_PowerPoint](#) *new!* Hits: 0



Don't Forget To Download This Presentation

- **Plenty of extra bonus material is available -- Only if you download the presentation later!**
 - **Resource Links**
 - **Expanded List of Do's**
 - **Expanded List of Don'ts**
 - **Simple Presentation Template—fill in the blanks and go**
- **Two Places to Download**
 - **<http://d7toastmasters.org/>**
 - **http://callmypcdr.com/?page_id=10**

***Let Your Presentation
be YOU!
Then – and Only Then
Will It Be
Memorable!***



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Bonus Material

Not In the Live Presentation

Helpful Links

- <http://www.presentation-skills.biz/presentation-delivery/how-not-to-present-with-powerpoint.htm>
- <http://www.presentation-skills.biz/presentation-delivery/powerpoint-presentation-skills-tips-for-effective-presenting.htm>
- <http://office.microsoft.com/en-us/powerpoint/FX100487761033.aspx>

Bonus Material

Not In the Live Presentation—Expanded List of Don'ts

- **Don't Read Your Slides**
- **Don't Get Carried Away with Colors**
- **Don't Get Too Fancy with Video, Sound, or transitions—the more complicated it is—the greater the chance for failure-It's no fun when you are in front of the audience. Don't use unless it adds value.**
- **Don't Have Too Many Slides—use about 1 slide for every 2 minutes of speech time. Many of those will still only be seen momentarily. The more material on the slide—the more time it takes on screen.**
- **Don't Use Complicated Graphs—they can't be read in the back of the room or even the front most of time. Pie charts are good because they give the concept even if the legends can't be read.**
- **Don't Include technical material without a handout—if a small audience, a paper handout is ok. Email it to the participants either before or after the presentation if possible. Use a download from a site if available.**
- **Many presentations are too big to email—be prepared for that.**
- **Don't Use multiple or fancy fonts—if you are using hardware that is not yours—it may not have the right fonts installed and the look you want won't be there. It may not be viewable at all. Keep it simple—use a basic font like Ariel.**
- **Don't Forget – You are the Presenter and You are the Presentation! Not the PowerPoint!!**

Bonus Material

Not In the Live Presentation – Expanded List of Do's

- **Keep It Simple – Easy to See and Read**
- **Use a Theme – A simple One to Add Color.** Keep the standard template/theme and just modify it for your next presentation. Take an existing presentation and change the content for a new one.
- **Use Copy and Paste to duplicate slides and material and then modify as you create the new slides.**
- **Show Pictures and Graphics! Remember One Picture is Worth a Thousand Words!**
- **Tell Stories—use pictures and graphics on screen to illustrate. You tell the story---not the PowerPoint.**
- **Have a handout for notes with your contact info. An easy way for people to reach you for follow up and questions.**
- **Have a handout for technical material. Or a way to deliver that technical material.**
- **Have an easy way for them to get more detailed information or to download the presentation. Be aware—many presentations are too large to email.**
- **Keep Text at minimum – That's for You to Present.** You can put power and emotion into the words. Your text on the screen can't do that.
- **Have a Fun! If you aren't having fun—You're not doing it right!**

Bonus Material

Not In the Live Presentation

Q & A

- **About using a laser Pointer**
 - I prefer not to use them. It's difficult enough for the presenter to keep track of all the equipment and the slides—it makes it too much to coordinate for me. The pointer is only seen momentarily—it's better to use the marker or highlighter and leave the image on the screen. But that still takes some extra coordination-practice before if possible. Pointer probably can't be seen in the back of a larger room.
- **About using notes**
 - Much the same as the pointer—it's another thing to make things more complicated. If you have a more technical presentation—it may be necessary—but my recommendation is to use them sparingly. Notes are often used where someone else is creating the presentation other than the presenter. They have a use there. Here's also a link to explain how to use Presenter View in PowerPoint:
 - http://michaelhyatt.blogs.com/workingsmart/2005/01/powerpoints_pre.html
- **PowerPoint 2007 versus 2003**
 - 2007 uses a new format (pptx) versus (ppt) for 2003. I prefer 2007 for a number of reasons. The '07 format will take the same presentation slides and make them significantly smaller in size. Folks who have the '03 version will be unable to view the new format without a plug in that can be downloaded for free from Microsoft.