

## CELEBRATING COLLABORATIONS

### POWERPOINT PRESENTATION GUIDELINES

#### What is PowerPoint?

- PowerPoint is a presentation graphics Microsoft Office product.
- Get how-to articles, online training, templates, downloads, tips, columns, and quizzes that help you get work done using Microsoft PowerPoint.

<http://www.smith.edu/its/tara/powerpoint.html>

<http://office.microsoft.com/en-us/FX010857971033.aspx>

#### Some PowerPoint Presentations Tips

- Your Slides
  - Standardize position, colors and styles
  - Include only necessary information
  - Limit the information to essentials
  - Content should be self-evident
  - Use colors that contrast
  - Be consistent with effects, transitions and animation and don't overuse
  - Too many slides can lose your audience
- Your Text
  - Generally no more than 6 words/line and 6 lines/slide
  - Avoid long sentences
  - Larger font indicates more important information
  - Use font size from 18 to 48 point
  - Text contrasts with background
  - Use common fonts likely to be found on the presentation computers, such as Arial, Helvetica, Verdana, Tahoma and Times New Roman. Other fonts may not display correctly.
  - To use fonts other than the ones listed above, turn text containing them into graphics in a program such as Photoshop before inserting them into your presentation.
  - Words in all capital letters are hard to read
  - Avoid abbreviations and acronyms
- Your Graphics
  - Save all graphics to your hard drive before adding them to your presentation
  - Avoid linking graphics from Web sites
  - Insert graphics rather than copying and pasting them into slides (to insert, go to the File menu, choose Insert > Picture > From File and select the image from wherever you stored it on your computer)

- Should balance the slide
  - Should enhance and complement the point
  - Be at 72 dpi for the desired screen size
- Your Presentation
  - Plan carefully
  - Know your audience
  - Time your presentation
  - Practice your presentation
  - Speak comfortably and clearly
  - Don't read line-by-line directly from your slides
  - Be sure you use only original material you created for the presentation or that you provide appropriate citations for any copyrighted material that you include

## **Gathering Digital Content**

Smith College Library images

<http://www.smith.edu/libraries/research/category/images.htm>

Smith College Imaging Center – Insight

<http://www.smith.edu/insight/>

MS Clip art

<http://office.microsoft.com/clipart/default.aspx?lc=en-us>

Wikimedia Commons

[http://commons.wikimedia.org/wiki/Main\\_Page](http://commons.wikimedia.org/wiki/Main_Page)

## **Creating PowerPoint Presentations**

Smith College provides MS Office on all of the Macs and PC in the ETS computer centers.

[http://www.smith.edu/its/facilities/student\\_computer\\_centers.html/](http://www.smith.edu/its/facilities/student_computer_centers.html/)

## **Practicing Your PowerPoint Presentation**

It is always best to try it on a Smith standard setup machine before the presentation is to begin by doing a dry run. You can also go to Seelye Basement and try the presentation with a projector.