Quick Guide for Slide Design

Layout **Should be Consistent** **(Slide Master)**	**Text** **Should Provide the Message**	**Fonts** **Should be Readable**	**Visuals** **Should Simplify the Message**
Be consistent throughout the presentation Headings, Sub-Headings and Logos in the same place throughout Margins identical throughout (with the exception of tables and charts) Use color for visual interest Replace words with visuals whenever possible Provide white space Lines, boxes and open space should be consistent	**Highlight Main Points** Be short and to the point **1 Message per slide** Use only key words and phrases Use bullets when possible **One** thought per Bullet *Only **3-6** bullets per slide *No more than **6** bullets/slide *No more than **6** lines per bullet **NEVER READ THE SLIDES!**	Use no more than **2** fonts Use no less than **24pts** for main messages and **18pts** for bullets Use distance readable fonts line **Arial** (i.e., sans-serif fonts) Do not use close-up text fonts like Times Roman (i.e. serif fonts), or Fancy Fonts Do not use script or *italics* (difficult to read) Do not use ALL CAPS Use Upper and lower case fonts Start each phrase with Upper case font	Use bar/line/pie charts, tables, diagrams, cartoons, clip art, photos, illustrations <u>Tables:</u> *Should contain only necessary information *Large #s should be rounded <u>Pie Charts:</u> *Show data as $ of whole *No more than 5 sections <u>Bar Charts:</u> *Show relationship between parts or variable (over time) *No more than 3-4 bars (or series of bars) <u>Line Charts:</u> △ ◇ *Make data points readable *Use color and shapes for different data points

Quick Guide – Adult Learning / Delivery Tips

Audience A Mission Critical Element	**Adult Learning** Connect with Your Audience	**Delivery** Clear, Smooth and Enthusiasti	**Questions, Answers and Handouts Technical Complexity**

Formulate your objectives
 	
Consider the audience:
• Who will be there?
• Why do they need this information?
• How will this information help them in their jobs?
• If they receive this information – so what? How will this benefit them?
 	
Demonstrate **early** in the session how the information presented will benefit the attendee
 	
NEVER READ THE SLIDES!
	Adults learn better when:
	
	• Information relates specifically or in general to their work environments
	• They are able to apply session ideas to their own work:
	  o Use anecdotal examples
	  o Link content to experiences
	
	• There is variety in the examples and delivery
	• The speaker presents the material and does not:
	  o Read the text
	  o Read the slides
		Your presentation should reflect the sessions description in:
		• Promotional materials
		• Program book
		
		Be prepared
		
		Rehearse the presentation ahead of time
		
		Arrive early to check the room and equipment
		
		Bookend your presentation
		• Strong opening
		• Strong closing
		
		State your objectives clearly early in the presentation
		
		Establish good eye contact
		Get the audience involved
		Be enthusiastic!!
			Provide opportunites for questions and answers
			
			Stay after the session and answer any additional questions
			
			Provide relevant handouts that:
			• Complement the presentation
			• Provide technical details
			• Provide references
			
			Technical detail is presented in the Handouts – not in the delivery!!

Quick Guide – Microsoft Powerpoint ’97 – Keyboard Short Cuts

Slide Controls	Pointer Controls	Screen Controls	References
Advance to the next slide: ▪ N, enter, or the spacebar ▪ Or, click the mouse Return to the previous slide ▪ P or backspace Return to the first slide ▪ Both mouse buttons for 2 seconds Go to slide: ▪ <number><number>+Enter Go to next hidden slide: ▪ H Stop or restart an automatic slide show ▪ S End a Slideshow: ▪ ESC	Change the pointer to a pen: ▪ CTRL + P Change the pen to a pointer: ▪ CTRL + A Hide the pointer and button temporarily: ▪ CTRL + H Hide the pointer and button always: ▪ CTRL + L	Display a black screen, or return to the slide show from a black screen ▪ B Display a white screen, or return to the slide show from a white screen ▪ W Display the shortcut menu: ▪ Shift+F10 (or right click) See a list of controls: ▪ F1	Help Screen: ▪ Content and Index/ o Slideshows/ ▪ Keyboard shortcuts Custom Animation: ▪ Slideshow/ o Custom animation Spell Check: ▪ Tools/ o Spelling **Always Spell Check!**