Preparing for Presentations

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Slide Presentation Tools
Presentation Tools

- Microsoft PowerPoint
- Google Docs
- 280slides.com
- Open Office
Practice, Practice, Practice!

- Look at your slides on a screen
- Practice your talk
Prepare for the Unexpected…

• Always have a backup plan!
Planning your presentation
Visual Design Basics
Better Bullet Points

- Once you know key points -
- Make sure they’re readable!
- 28-point font size minimum
Text Size

- Make sure your text is readable!
- 28-point font size minimum
Colors...

- Pick colors that are readable...
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Supporting Visuals

- Visuals automatically improve your slides....
- Or do they?
Supporting Visuals

• Use visuals to support your point
Adding Emphasis...

- Use emphasis carefully
- Don’t “highlight the whole book”
- Think about other ways to emphasize!
Adding Emphasis...

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- Don’t “highlight the whole book”
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Decisions, Decisions...
Beyond Bullet Points...

Shorter slides don’t always need to be in bullet form...
PRESIDENT OBAMA CELEBRATES TRIUMPH OF ‘HOPE OVER FEAR’
7.6% January Job Loss
This...

Or this???
colorschemedesigner.com
Resources to Go...

brandeis.libguides.com/presentations