



## [POWERPOINT 2007 & PRESENTATION RESOURCES](#)

Villanova's UNIT Manuals: <http://www.villanova.edu/unit/training/manuals.htm>

Villanova's UNIT PC Refresh Site: <http://www.villanova.edu/unit/support/pcrefresh/>

Villanova's Online Learning with ElementK - contact the Help Desk x97777 for an account.

Microsoft's Website: [www.microsoft.com](http://www.microsoft.com)

Microsoft Office 2007 Tips & Tricks: <http://www.deca.uwstout.edu/training/office07/tipsntricks/index.html>

About.com Website: [www.about.com](http://www.about.com)

Simon Hurst's Article: Six Timesaving Tips for Word 2007:  
[http://www.cio.com/article/482490/Six\\_Timesaving\\_Tips\\_for\\_Word](http://www.cio.com/article/482490/Six_Timesaving_Tips_for_Word)

Exploring Office 2007: PowerPoint 2007 Tips and Tricks PowerPoint 2007: Get Started with New Templates: <http://www.winplanet.com/article/3692-.htm>

15 Tips to increase your productivity with Power Point 2007: <http://www.technospot.net/blogs/15-tips-to-increase-your-productivity-with-power-point-2007/>

URL Site List for PowerPoint Tips:  
<http://www.logicaltips.com/LPMFrame.asp?CMD=DeptArticles&ID=10&AS=I>

10 Tips for More Effective PowerPoint Presentations: <http://www.lifehack.org/articles/technology/10-tips-for-more-effective-powerpoint-presentations.html>

Creating an Effective PowerPoint Presentation: <http://mason.gmu.edu/~montecin/powerpoint.html>

Garr Reynolds: Organization and Preparation Tips: <http://www.garreynolds.com/Presentation/prep.html>

Garr Reynolds: Top 10 Delivery Tips: <http://www.garreynolds.com/Presentation/delivery.html>

Garr Reynolds: Top 10 Slide Tips: <http://www.garreynolds.com/Presentation/slides.html>

Tips for Creating and Using Effective PowerPoint Presentations:  
<http://www.cochrane.org/resources/PowerPointTips1.pdf>

Lawrence Lessig-Method: [http://en.wikipedia.org/wiki/Lawrence\\_Lessig#Lessig\\_Method](http://en.wikipedia.org/wiki/Lawrence_Lessig#Lessig_Method) and  
[http://www.presentationzen.com/presentationzen/2005/10/the\\_lessig\\_meth.html](http://www.presentationzen.com/presentationzen/2005/10/the_lessig_meth.html)

Takahashi Method-: [http://en.wikipedia.org/wiki/Takahashi\\_method](http://en.wikipedia.org/wiki/Takahashi_method) and  
<http://www.slidemagnet.com/design/styles-and-approaches/takahashi-method>

Tips for Effective PowerPoint Presentations:  
<http://www.cheney268.com/training/PowerPoint/PowerPointTips.htm>

Before You Create a PowerPoint Presentation:  
<http://desktoppub.about.com/od/microsoft/bb/powerpointrules.htm>

## PRESENTATION THEORY

TRADITIONAL	CHARLES LESSIG	MASAYOSHI TAKAHASHI
<b>Declining use in favor of Lessig or Takahashi Methods</b>	<b>Combo of Traditional and Takahashi Method - Minimalist</b>	<b>Good for Last Minute Presentations; Good for People Afraid of Presenting; Low Tech; Extreme Minimalist</b>
See attached sheet or view it at:	Slides often contain just a single word, short title or quote, or a photo	King-sized Text-Big Bold Letters
<a href="http://www.cheney268.com/training/PowerPoint/PowerPointTips.htm">http://www.cheney268.com/training/PowerPoint/PowerPointTips.htm</a>	Most slides visible for no more than a few seconds (rapid fire)	Text can have color
	Uses text and graphics sparingly	1 Word to sum up entire point of the slide
	Use storytelling with slide	No Graphics, Charts, etc. # of Slide limitations No bullets
EXAMPLE	EXAMPLE	EXAMPLE
<p style="text-align: center;">ST. THOMAS OF VILLANOVA DAY</p> <ul style="list-style-type: none"> <li>• Celebrate Patron Saint</li> <li>• Day of Service - 9/19/09</li> <li>• Over 3000 Participants</li> <li>• Worked in Greater Philadelphia Area</li> </ul>	<p style="text-align: center;">3000 PARTICIPATE IN ST. THOMAS OF VILLANOVA DAY</p> 	<h1 style="font-size: 2em;">SERVICE</h1>

### So what is the Golden Rule of PowerPoint?

The Golden Rule is that **all PowerPoint presentation rules, principles, and guidelines are secondary to doing what is right for your audience.**

In other words, no matter what PowerPoint rules or presentation guidelines you choose to follow, you will encounter **situations which demand exceptions to those rules.** What worked for one audience type, topic, or set of circumstances will not work in all cases. To rephrase the original “Golden Rule” or ethic of reciprocity, it is safe to say, **“Present unto your audience as you would have them present unto you.”**

# Tips for Effective PowerPoint Presentations

## Traditional Method

### Fonts

- Select sans-serif fonts such as Arial or Helvetica. Avoid serif fonts such as Times New Roman or Palatino as they are sometimes more difficult to read.
- Use no font size smaller than 24 point.
- Clearly label each screen. Use a larger font (35-45 points) or different color for the title.
- Use a single sans-serif font for most of the presentation. Use different colors, sizes and styles (bold, underline) for impact.
- Avoid italicized fonts as they are difficult to read quickly.
- No more than 6-8 words per line
- For bullet points, use the 6 x 6 Rule. One thought per line with no more than 6 words per line and no more than 6 lines per slide
- Use dark text on light background or light text on dark background. However, dark backgrounds sometimes make it difficult for some people to read the text.
- Do not use all caps except for titles.

To test the font, stand back six feet from the monitor and see if you can read the slide.

### Graphics and Design

- Keep the background consistent and subtle.
- Use only enough text when using charts or graphs to explain clearly label the graphic.
- Keep the design clean and uncluttered. Leave empty space around the text and graphics
- Use quality clipart and use it sparingly. The graphic should relate to and enhance the topic of the slide.
- Try to use the same style graphics throughout the presentation (e.g. cartoon, photographs)
- Limit the number of graphics on each slide.
- Check all graphics on a projection screen before the actual presentation.
- Avoid flashy graphics and noisy animation effects unless they relate directly to the slide.
- Limit the number of transitions used. It is often better to use only one so the audience knows what to expect.

### Color

- Limit the number of colors on a single screen.
- Bright colors make small objects and thin lines stand out. However, some vibrant colors are difficult to read when projected.
- Use no more than four colors on one chart.
- Check all colors on a projection screen before the actual presentation. They may project differently than what appears on the monitor.

### General Presentation

- Check the spelling and grammar.
- Do not read the presentation. Practice the presentation so you can speak from bullet points. The text should be a cue for the presenter rather than a message for the viewer.
- Give a brief overview at the start. Then present the information. Finally review important points.
- It is often more effective to have bulleted points appear one at a time so the audience listens to the presenter rather than reading the screen.
- Use a wireless mouse or pick up the wired mouse so you can move around as you speak.
- If sound effects are used, wait until the sound has finished to speak.
- If the content is complex, print out the slides so the audience can take notes.
- Do not turn your back on the audience. Try to position the monitor so you can speak from it.