

When working with a PowerPoint presentation, here are some tips to remember:

Clean and Concise

It is a good idea to begin by creating an outline of what the lecture will include. Do not use long or even complete sentences when listing concepts that will be covered. Remember, the screen image is for students' ease of taking notes and to keep their interest while the information is verbalized. Don't clutter the slides, but give enough information to keep the class on task and motivated to take additional notes.

Color Coordination

At first, use the colors suggested by PowerPoint. But don't be afraid to experiment with other selections of background or text color. Just make sure it is not offensive and it is easy to read. Be sure to project your image after completion before you take it to the classroom. Projected colors are not always true to the computer image, so be prepared to make changes if necessary.

Animation Awareness

Do not have everything "Fly" in from the left! Quickly entering sentences are often times dizzying. Try "Dissolve" or "Wipe" for a change of pace in bringing in your text or graphics. Pay attention to the graphic; if it is an arrow, for example, make it appear in the direction that will emphasize your point by making it "Wipe" the correct direction. Make clip art come alive by using an appropriate animation effect.

Linking Latitude

There are various ways to hyperlink to other programs, the Internet, or another slide within the presentation. If a Web browser is set at a site to explore with the class, just minimize it. Then, while in the PowerPoint Presentation, hold down the ALT and TAB keys and the icon for the Web site will appear without leaving the presentation.

It is easy to link clip art or text, if desired. To activate a program or CD-ROM within the presentation, go to Insert -> Object, check "Create from File" and then select the program, file, or CD-ROM to be embedded in the presentation. Investigate the option of "Action Settings" for additional hyper-linking paths. With smooth transitions from PowerPoint to other programs, you will appear as a well-seasoned magician, flawlessly performing without the audience knowing how it's done!

Multiplicity Magic

The key to keeping students attentive and eager to come to class is to have a multiplicity of presentation formats. Variety is important, and designing a classroom presentation to meet the mood, topic and to have the desired effect takes a multiplicity of formats. Experiment and become comfortable with a mixture of ways to present your lectures. There are many tools available--make use of them.

File management! Copy and Collect with an eye toward reusability

It is of utmost importance to have a folder designated for each presentation you compile. You will not only want to copy the PowerPoint presentation in this folder, but collect any sound bites, animated movies, special font (to be copied to the machine that will be used for the presentation) and perhaps a copy of your notes to go along with this presentation. Everything will be there when you need it and it can be easily changed and updated as required.

Visual Variety

Many instructors may feel they are lacking the creativity to compose a visually stimulating presentation. So, what to do? Pay close attention to newscasts, advertisements, etc. These were often times created in a program similar to PowerPoint and can be replicated with a little imagination and time.

Don't continually use the Times New Roman font; it gets old very fast. Investigate other options for font styles, and make use of the Office 2000 feature that allows an on-screen visual of the font before using it in PowerPoint.

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TIPS on Multimedia:

Using PowerPoint for Presentations

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http://www.tipsnews.org/newsletter/99-12/tips_on_multimedia.html

What's Bad About PowerPoint?

1. Content can sometimes take a back seat to flash. Watch-out for triple "P."
2. Computers crash, networks go down, viruses can plague computers! Always have a back-up plan!
3. Overuse can bore learners and diminish PowerPoint's effectiveness.
4. Classrooms need large monitors or projectors to display presentations. Make sure your technology plan furnishes this. With simple TV-out cards or VGA-TV converters, this can be easily accomplished.
5. A successful presentation can take several hours to develop.

Free multimedia clips: <http://dgl.microsoft.com/>