

Part 3:

PowerPoint Specialist

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As the Microsoft PowerPoint Specialist for The Office Specialist.com, you will use Microsoft PowerPoint to create and design effective slide show presentations that meet a variety of objectives. Look for the slide icon in the step-by-step project instructions to help you keep track of each slide and its content. Review the Tips and Strategies section for information to help you use the features and functions that are unique to PowerPoint. Refer to the PowerPoint presentation tips on page 204 to help you prepare and plan your presentations.



PowerPoint Presentation Tips

Whether you are an avid user of Microsoft PowerPoint presentation software, or just getting started with the program, there are four major categories to consider when creating and designing a PowerPoint presentation. Following the PowerPoint Presentation Tips below will help you in the preparation of each project in this workbook. Careful preparation, planning, and following these tips will help you create professional, attractive, and eye-catching presentations that you will be proud to showcase.

1. Fonts

- Use no more than two to three fonts throughout the presentation.
- Choose fonts that can be easily read by your audience.
- Unless used for emphasis, avoid italicized fonts, as they are difficult to read.
- Do not use all capital letters, except for titles.
- Make no more than six points per slide and use no more than six to eight words per line.

2. Graphics and Design

- Keep the style of graphic images consistent throughout the presentation.
- Graphics should relate to and enhance the topic of the slide.
- Keep the background consistent and subtle.
- Do not clutter each slide. Leave empty space around text and graphics.
- Use sounds and animation to bring content to life, but do not overuse them.
- Use transitions that match your topic.

3. Color

- Choose a color scheme that is easy on the eyes.
- Use dark text on light backgrounds or light text on dark backgrounds. However, dark backgrounds can sometimes make text difficult to read.
- Limit the number of colors on a single slide.

4. Presentation

- Have a classmate proofread your presentation for spelling and grammar and critique it prior to presenting.
- Rehearse your presentation before delivering it to your audience.
- Speak slowly and clearly when presenting.
- Prepare notes to help you deliver an effective and dynamic presentation.
- If the content is complex or lengthy, print out the slide show so your audience can take notes.
- Make your bullet points appear separately so the audience focuses on you (the presenter) rather than on reading the screen.
- To avoid reading directly from the slide, use the points on the slide only as a cue to further describe in detail.