

***Make your Point—  
Effective Presentations: Tips and Tricks***

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**Presentation Protocol and Etiquette**

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Never use visuals as a substitute for words.

Use phrases not sentences

Introduce yourself to members of the audience before you begin your presentation

Smile: your audience wants you to succeed!

Present in 15 minute chunks – interact with audience.

Project to supporters in the audience

Each visual should support the action you want your audience to take.

Organize visuals – and secure so they don't get out of order.

Always provide audience handouts

Watch your timing! Always begin on time.

Repeat questions

Don't lose control

Be prepared — be early, rehearse.

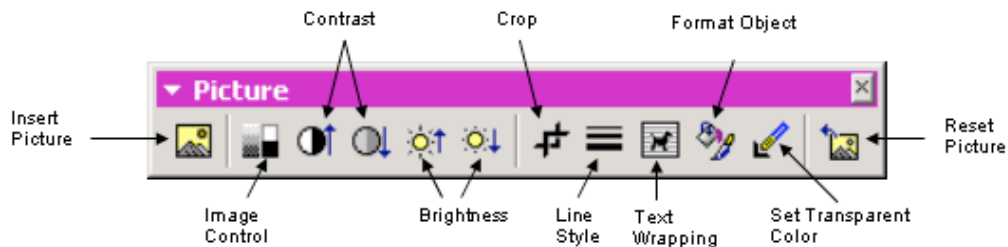
Resources that might help are linked from:

<<http://www.mcbookwords.com/presentationtips>>



## Tool Bar Definitions

- **Insert Picture** - Opens the Insert Picture dialog box so that you can insert a graphics file.
- **Image Control** - Provides options for changing the color and intensity of the selected graphic.
- **Contrast** - Increases or decreases the contrast among the colors of a selected graphic.
- **Brightness** - Increases or decreases the brightness of a selected graphic.
- **Crop** - Allows you to "cut away" part of a selected graphic.



- **Line Style** - Provides choices of lines as border of selected graphic.
- **Format Object** - Opens the Format Object dialog box that provides additional formatting options.
- **Text Wrapping** - Offers options for controlling how text wraps to selected graphic. **Recolor Picture** – replaces the text wrap tool in PPT. The recolor tool allows adjustments to the picture colors.
- **Set Transparent Color** - Enables you to make one color of a selected graphic transparent.
- **Reset Picture** - Returns selected graphic to its original condition.



## **Power Point Tricks**

### **Making a Menu Slide**

Making a Menu Slide allows the presenter to move from a linear presentation and to create a flexible program that can respond to individuals and a flexible structure.

#### **Making the Slide –**

- 1.** Create the slide using a picture relevant to the topic.
- 2.** Expand picture to cover the entire slide.
- 3.** Create hot buttons over specific areas of the picture. (Use drawing tool bar)
- 4.** Hot link the buttons to specific slides or custom slide shows.
- 5.** Copy the picture; delete it from the slide; and paste the picture into the slide again – to make it cover the hot buttons.
- 6.** Now create a hot button (linking to the menu slide) that is placed on the “master” slide. Each slide should then have the hot button that will take you back to the menu slide when necessary.

#### **Why make a menu slide?**

- a.** Flexible presentation (non-linear structure)
- b.** Dip into topics, notes, and web links as needed
- c.** Add information (at the end of the slides) and simply create a new link on the menu slide.

### **Other Applications in the Classroom**

Create a Multiple Choice Quiz (Don Schechter) – Directions on About.com

<http://video.about.com/presentationsoft/PowerPoint-Quizzes.htm>

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**Creating Slides — Quick Tips (cont.)**

- Power Point — Use a complementary color palette.  
Dark Background with Light Text and Graphics  
Background – a dark blue (navy shade) or dark purple  
Text and Graphics – white or yellow  
Accent Colors – red, lime green, camel orange, light blue

or

- Light Background with Dark Text and Graphics  
Background – warm beige or white  
Text and Graphics – dark blue, black, dark purple  
Accent Colors – dark green, burgundy



**Power Point Tricks**

**Creating Transparent Backgrounds**

When copying and pasting jpg images, you will get an image surrounded by a white border. To get rid of that white background in PowerPoint, click on the image with your mouse, then click on the "wand" icon (Set Transparent Color, in the Picture toolbar), then click on the white area. The white area will become transparent.



## **First Things First**

### **3 Decisions**

1. Decide on message (topic)
  2. Decide what are you going to say.
  3. Decide on medium for visuals
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#### **Consider These Points**

##### **Transparencies**

Number or use notebook to organize and secure

[Cardboard mounts](#)

[Flip-Frames \(3M\)](#)

Cost \$1.50 - \$3.00 per slide

Overhead projector – greater availability

Alternative to using transparencies– [Elmo \(brand name\) A-V presenter \(Document camera\)](#)

Accommodates paper copies

Transparencies (still an option)

Connects to LCD projector (Data projector)

##### **PPT**

Organization – electronically sort

Store on Flash drive or CD

Cost – re-useable flash drive or \$1.00 blank CD

Availability of equipment - - LDC Projector and computer with PowerPoint program

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#### **Transparencies or Power Point**

##### **Creating Slides — Quick Tips**

- Use a sans serif (Latin for “without feet”) – Arial or Helvetica.
- Font size = 36 point or larger (40 is best for main items)
- Maximum lines & words
  - Transparencies — 6 x 6
  - PPT — 5 x 5
- Use a horizontal form (landscape) for PPT. Vertical (portrait) or horizontal for transparencies
- Create a visual focus by using borders, colored shapes, etc.
- Transparencies (20-30 per hour) — Power Point (40-60 slides per hour)

PPT:  
Wireless remote--  
Kensington 33062  
or 33374--Wireless  
Presentation  
Remote Control  
with Laser Pointer