
Powerful Presentation Techniques

the WEB CHEF





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Agenda - 10/20/06

1. Presentation Requirements
2. Exam
3. Review – presentation skills, anxiety, visual aids
4. Discussion – PPT: Good or Bad?
5. PowerPoint Tips
6. Individual Work




Presentation Requirements

1. Time: 3 – 5 minutes
2. Content: your choice
3. PowerPoint Requirements (Minimum 1 each)
 - a) Chart (bar, pie, org, relational)
 - b) Animation
 - c) Photograph
 - d) Sound or Video Clip
 - e) Original Template





Presentation Requirements

4. Evaluation
5. Provide Presentation on Disk with your name and the presentation topic





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Exam

- 25 True/False Questions
- 5 short answers, selected from group of 7 short answer questions
- Combination of Lecture, Readings, Discussions, Assignments
- Open Book, but time limited



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Peer Evaluation

Please rate your peer in the class on the following scale and provide written feedback on what went well or needs improvement. 5 = Excellent; 4 = Very Good; 3 = Good; 2 = Fair; 1 = Poor

Presentation & Delivery	5	4	3	2	1
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Grabber, Flow, Organization, Conclusion, Loudness, Eye Contact, Reading, Postures, Gestures, Nervousness, Preparation


Comments:

Audio Visuals	5	4	3	2	1
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Clarity of text, Copy length, Animation Usage, Charts, Color Usage, Template



Comments:

Overall Presentation	5	4	3	2	1
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Speech Anxiety

Causes



- Lack of preparation
- Lack of experience
- Pessimism
- Negative self-talk
- Unrealistic goals
- Misperceive audience



Speech Anxiety

Solutions

- Be prepared
- Gain experience
- Positive self-talk
- Don't Procrastinate
- Visualize
- Practice



Speech Anxiety



Solutions

- Control your breathing
- Drink water
- Stretch
- Watch food
- Test equipment




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PowerPoint – Good or Evil?



"I need someone well versed in the art of torture—do you know PowerPoint?"

Gettysburg PowerPoint

The Gettysburg Powerpoint Presentation
11/19/1863

And one please welcome President Abraham Lincoln.

Good evening, folks second night for the conference to work. So, guess the battle here? Thomas Paine, what's his right? Thomas Paine's 75 years to defend "Bill of Rights". The, the name of John Lincoln and the time period. What we're making, I want to thank Judge David Wiley, chairman of the committee regarding the distribution of the Gettysburg country. It's great to be here, Dave, and I'm and the computer are doing a great job. Oh, remember the one technology does have glitches, but we couldn't live without it, could we? Oh - is it ready? OK, here we go.

[Click here to start](#)

Table of Contents	Author: Abraham Lincoln
Gettysburg Overview/Details	Email: 2006@connectingdots.com
Aims	Home Page: http://www.connectingdots.com
What is Aims?	Download presentation, Gettysburg.ppt
Form of Five Chapters & One of Seven Pages	
Downloaded Overview	
Support	
Download Slides	

This presentation prepared with the help of Microsoft PowerPoint. Assistance: Word. Where could we go without it?

Four Slides - See the [outline](#) of the presentation and a [related essay](#) - Permission is granted to use this presentation as any content in the above presentation.


Compare and Contrast...

"Finally, there is Bush's tongue-tied-in-public nature.

He's unsure of himself without a simple script.

It's almost as if Microsoft had George W. Bush in mind when they invented Power Point."

Source: "The Explainer and Un-explainer in Chief", MSNBC, Howard Fineman, 3/1/06



PowerPoint Spoof Video

PPT - Powerful Presentation Techniques

PowerPoint: Tips & Traps for Presenters by Paul Adams, Ph.D. (C) 2004 CONNECTINGDOTS

July 13, 2004


PowerPoint Humor and Spoofs

Here's a batch of connectdots.com for a good laugh about a [YouTube](http://connectdots.com) movie about PowerPoint. Having watched the video, I thought it would be worth embedding it here and letting some of you enjoy the humor.




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Samples

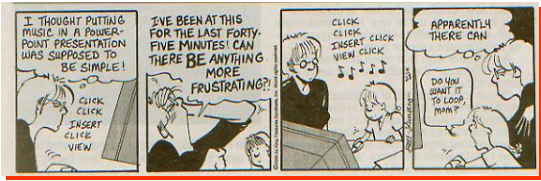
- [Doubletree Hotel Viral Marketing](#)
- [McGraw Hill Principles of Marketing](#)
- [Naperville Police Department](#)
- [Prophet Branding Seminar](#)
- [Sixty Marketing Tips](#)



Powerful Presentation Techniques

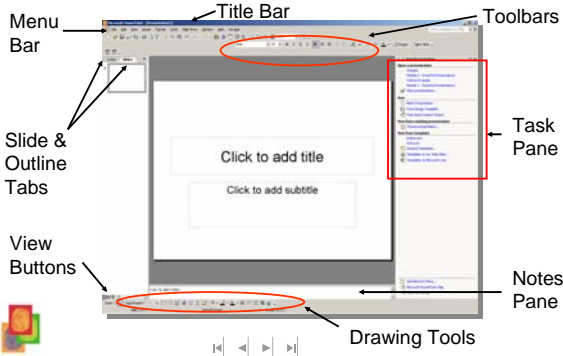
10/20/06

PowerPoint - Simple or Hard?



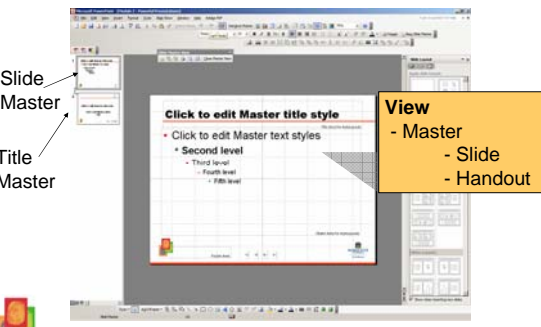
A four-panel cartoon. Panel 1: A man says, 'I THOUGHT PUTTING MUSIC IN A POWERPOINT PRESENTATION WAS SUPPOSED TO BE SIMPLE!' Panel 2: The man says, 'I'VE BEEN AT THIS FOR THE LAST FORTY-FIVE MINUTES! CAN THERE BE ANYTHING MORE FRUSTRATING?' Panel 3: The man says, 'CLICK. CLICK. INSERT. VIEW. CLICK. VIEW. CLICK.' Panel 4: The man says, 'APPARENTLY THERE CAN. DO YOU WANT TO STOP NOW?' Navigation icons are at the bottom.

PowerPoint 2003 Layout



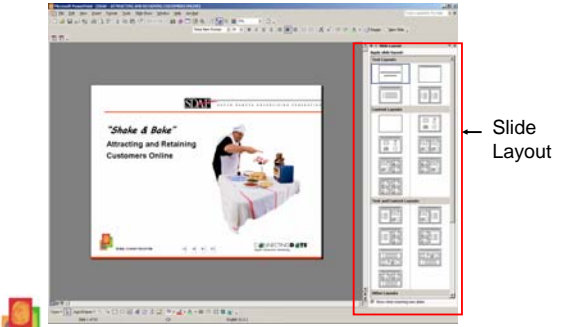
Labels for the PowerPoint 2003 interface: Menu Bar, Title Bar, Toolbars, Slide & Outline Tabs, View Buttons, Task Pane, Notes Pane, and Drawing Tools. Red circles highlight the Title Bar and the Drawing Tools area.

PowerPoint 2003 Layout



Labels for the Slide Master view: Slide Master, Title Master, and View (Master, Slide, Handout). A yellow box highlights the View options.

PowerPoint 2003 Layout



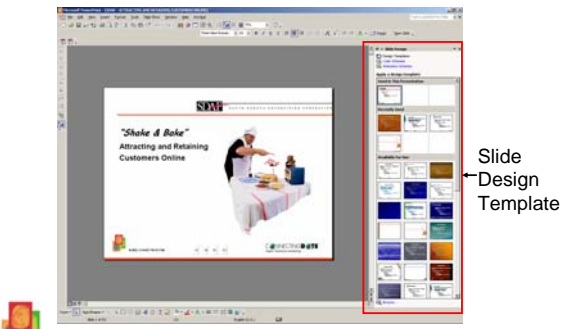
Label for the Slide Layout view: Slide Layout. A red box highlights the Slide Layout task pane.

PowerPoint Tips - Templates (Ch 6)

- Templates
- Masters
 - Slide Master
 - Handout Master
 - Notes Master
- Formatting Masters
- Saving Templates




PowerPoint 2003 Layout



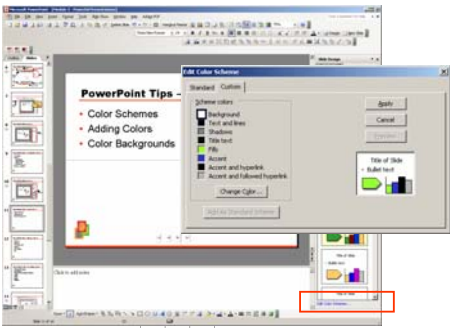
Label for the Slide Design Template view: Slide Design Template. A red box highlights the Slide Design Template task pane.

PowerPoint Tips – Color (Ch 7)


- Color Schemes
- Adding Colors
- Color Backgrounds



Slide Color Scheme

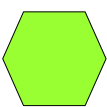



The screenshot shows the 'Slide Color Scheme' dialog box in Microsoft PowerPoint. The 'Standard' tab is selected, showing a list of color schemes. A red box highlights the 'Slide Color Scheme' button in the bottom right corner of the dialog box.

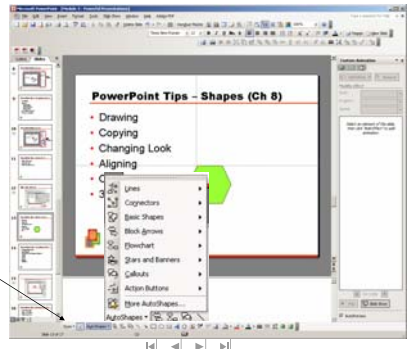


PowerPoint Tips – Shapes (Ch 8)


- Drawing
- Copying
- Changing Look
- Aligning
- Connecting
- 3 D

Drawing and Shapes




The screenshot shows the 'Drawing toolbar' in Microsoft PowerPoint. A red box highlights the 'Drawing toolbar' button in the bottom left corner of the application window. An arrow points from the text 'Drawing Toolbar' to the toolbar.

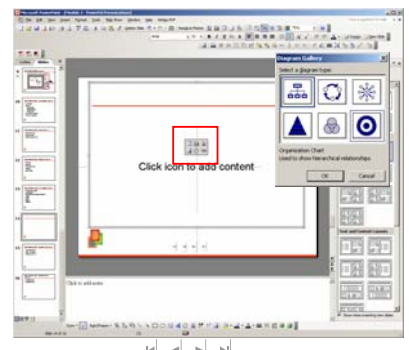


Power Point Tips – Inserting (Ch 9)


- Change Slide Layout
- Insert Clip Art
- Change Size and Colors in Clip Art
- Tables
- Charts
- Graphs
- Diagrams



PowerPoint Figures




The screenshot shows the 'Insertion Gallery' in Microsoft PowerPoint. A red box highlights the 'Click icon to add content' text in the center of the gallery.

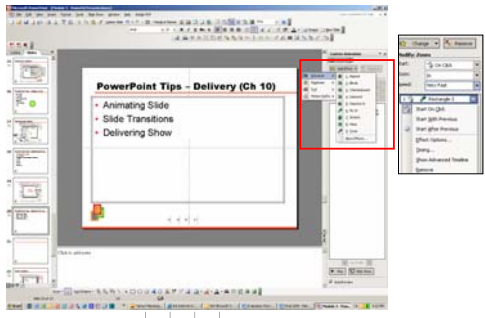



PowerPoint Tips – Delivery (Ch 10)

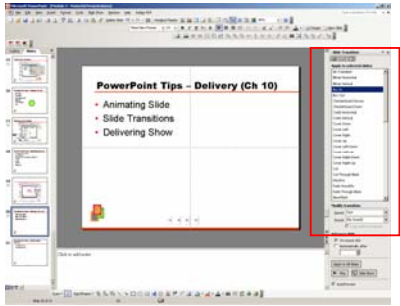

- Animating Slide
- Slide Transitions
- Delivering Show



Custom Animation


Slide Transition

PowerPoint Tips – Multi-media (Ch 11)

- Inserting Sound
- Inserting Movies

According to Microsoft “Only *.wav (waveform audio data) sound files can be embedded — all other media file types are linked.”



VC - 10 20 30 Rule






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Good Luck, Hope You Enjoyed Class!

