

Presentation Trends and Resources

Key Points

1. Know your audience
2. Use current trends – look modern
3. Use a good process for creating your presentation
4. Learn new presentations software features
5. Learn about basic design features

Presentation Trends: from various resources

Precise goal	Limit animation
Plan without technology	Left alignment
Images	Sans Serif fonts
Few words – no sentences	Viewable font size
One point per slide	Capitalize first word only
Simple backgrounds	Graphics – full screen textbox overlay
No bullet points	No clipart
Story tell	Handouts – not copy of slides
Present to/for the audience	Learn PPT tools

Tips for charts/graphs

Graphic Cheat Sheet - <http://www.24hrco.com/GCS.pdf>

1. Show one message per chart. Make the message the heading.
2. Make the chart easy to read. Make the most important text largest, the most important data lines or sections darkest. Can save favorite charts as templates (right mouse click).
3. Be accurate. Always start a numerical axis at zero. Compare only like variables.
4. Eliminate all unnecessary details, like grid lines.
5. To focus attention, use color, shading, or images such as arrows to highlight key words or concepts.
6. Write in upper and lower case. Words written in all capitals letters are hard to read.
7. Make bars and columns wider than the spaces between them.

Presentation Web Resources

YouTubes <https://www.youtube.com/user/powerpointspice>

<https://www.youtube.com/nutsandboltsspeedtraining>

Nuts & Bolts - <https://nutsandboltsspeedtraining.com/>

Microsoft website - <http://office.microsoft.com/en-us/powerpoint/>

EllenFinkelstein – www.ellenfinkelstein.com - blogs/tips and newsletter

Trend tips - <http://www.ellenfinkelstein.com/pptblog/10-tips-for-modern-design-in-2017/>

Geetesh Bajaj – www.indezine.com

Dave Paradi – www.thinkoutsidethebox.com – blogs/tips and newsletter

Slide Cow - <http://www.slidecow.com/> plus YouTubes

Ric Bretschneider - blog.ricbret.com

Jon Thomas - <http://www.presentationadvisors.com/best-powerpoint-presentation-posts>

Cole Knaflig - <http://www.storytellingwithdata.com>

Presentation Software

PowerPoint - PCs	Emaze.com
Keynote – Mac's	Slideshark.com
Prezi.com	Canva.com

Photos –

Free Photos – there can be some limitations even with “free” sources

Use photos from personal camera/devices

Use screen shots (SnagIT software)

PPT Bing

Google

Wikimedia commons - http://commons.wikimedia.org/wiki/Main_Page

Flickr: Creative Commons - <http://www.flickr.com/creativecommons/>

To purchase photos

Istockphoto – istockphoto.com

Bigstock.photo – bigstockphoto.com

Books:

Storytelling with Data, Cole Nussbaumer Knaflic

Visual Display of Quantitative Information, Edward Tufte, 1983

Resonate, Present Visual Stories that Transform Audiences, Nancy Duarte, 2010

Speaking PowerPoint, Bruce Gabrielle, 2010

Slide:ology – Nancy Duarte

HBR Guide to Persuasive Presentations - Nancy Duarte

Speaking Up - Frederick Gilbert

presentationzen – Gary Reynolds

Point, Click & Wow – Claudyne Wilder

Beyond Bullet Points – Cliff Atkinson

New PPT 2016/365 features

PowerPoint Zoom –

<https://support.office.com/en-us/article/Use-Zoom-for-PowerPoint-to-bring-your-presentation-to-life-9d6c58cd-2125-4d29-86b1-0097c7dc47d7>

<https://www.youtube.com/watch?v=9T3XX7KWbLU>

PowerPoint Morph –

<https://support.office.com/en-us/article/Using-the-Morph-transition-in-PowerPoint-8dd1c7b2-b935-44f5-a74c-741d8d9244ea>

<https://support.office.com/en-us/article/Use-the-Morph-transition-in-PowerPoint-2016-for-Mac-iPad-and-iPhone-0b6252e0-7c99-40a8-a0bf-df90e3fdeae7>

PowerPoint Designer and Morph

<https://www.youtube.com/watch?v=FeUoIRLacCw>