



PowerPoint – Forward 4

Lecturer: Mark Gillan



Thoughts

- Readability, consider impairments
- Entertainment value and holding the audience
- Commence with an attention grabber
- Death by PowerPoint is never a good idea (an overkill of tools)
- Colours can enhance but they can also distract
- Too much movement can take the viewer away
- Use a 'pause' slide for larger presentations, remembering the focus might be on a slide as opposed to the message from the presenter
- Use hyperlinks to additional information
- Do not place too much text into slides

Remember

- ▶ You are not expected to know everything at this stage!
- ▶ Here to learn and lecturer here to help
- ▶ Demonstrations, take notes and reminders will be provided
- ▶ Try your best and note any problem areas to ensure learning takes place over the next few weeks
- ▶ Enjoy learning!



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Design and layout

- Building upon the Forward3 file
- Change the design of your presentation
- Change the layout of some of the slides
- Ensure you have incorporated appropriate images
- Use slide transitions
- Use a small amount of animation
- Test the slideshow presentation on your own PC and imagine how you would present to the audience
- Save the file to your student drive as a Microsoft PowerPoint presentation named: Forward4