

PowerPoint

Introduction

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Introduction

It's certain that at one point in time, *you'll* be asked to present or to try to sell your ideas to somebody. Whether it be a business presentations, a progress report to your superiors, a business plan, for a scientific or other conferences, presenting is always one of the most stressful experiences in life. You want to give the best possible presentation but you don't know any presentation software. The next few pages are dedicated to demonstrate not only how to use PowerPoint, but also to help you to prepare to give a professional presentation.

What you can do with PowerPoint.

- ✚ Create a presentation on paper or to present it on computer.
- ✚ Organize your ideas for the presentation.
- ✚ Embellish your presentation to give it a "professional" look.
- ✚ Add charts, pictures, organization charts and other objects to improve the understanding of the ideas that you want to present.

The 4 presentation modes

To help you in the creation of your presentation, PowerPoint separated the functions of the software into 4 categories or 4 "modes". You can pass from one mode to another by using the buttons that you find in the left lower corner of PowerPoint's screen or by choosing a mode from the **View** menu. The 4 modes are the first 4 options of the menu.



The normal mode

It combines what was before the "slide" and "plan" modes. It allows you to create the "slides" of your presentation. You can change all the aspects of slides; such as to change the pagination, to change colors and size of the text, to add or to remove charts, tables and other elements of presentation. In the "plan" section of this view, you can create your presentation in a

structured way. You can change change the order or the importance of your ideas at any time.

The slide sorter mode

Allow to add special effects to your presentation if you dream, to present it by using a computer. Allow also to time the time that you take to give your presentation. You can so adjust your presentation according to assigned time.

The notes page mode

Allow to prepare a supplementary document that includes your presentation. You can then put back it to the public for a reminder of your presentation or to help it to follow your presentation

The slide show mode

Show your presentation in the screen of the computer.

If you have questions about a button or about an icon that appears to the screen, press the **Ctrl** and **F1** keys. You go to notice that the cursor changes format. Then , click the object on that you want more data. PowerPoint will open the menu of help by giving you a description of the object in question. You can also use the help) that meets itself on the toolbar or press the **F1** key.

You can quickly pass from the first three modes to another by pressing one of these buttons  found at the lower left corner of the screen.

In case of error, you can press the cancel button  to cancel the last instructions that you carried out. There is also a **Cancel** option in the **Edit** menu or by using the **CTRL** and **Z** keys.

PowerPoint - Normal mode

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Introduction

The mode slide allows you to create slides and to add it the keys of whim. For example, you can change the size and the color of the text besides inserting there drawings, charts, tables and many of the other objects.

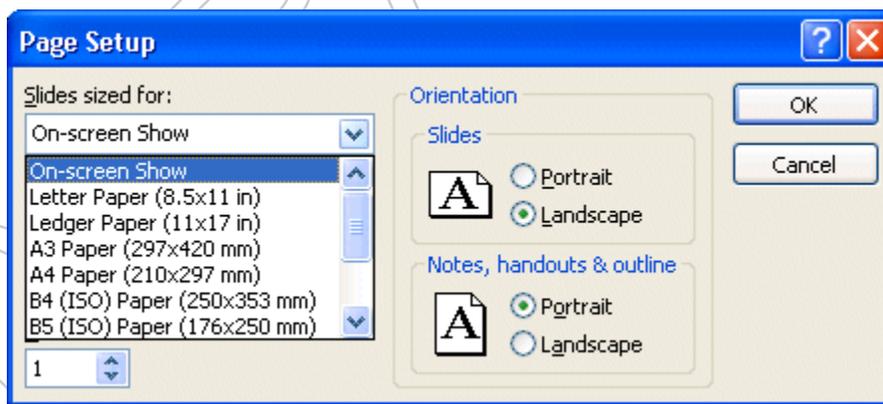
Before we begin

Before being able to begin, there are some elements to be changed or to be verified. These consist of the pagination of the presentation and the show of the necessary toolbars for the creation of slides.

The page layout

● From the **File** menu, select the **Page setup** option.

This option determines how your presentation, as well as that of the plan and the pages comments will be shown or printed on paper. For the exercises that follow on this page and all those on PowerPoint, the presentation will be made for the screen instead of a size(format) of paper. So, the options such as shown in the image below are correct.



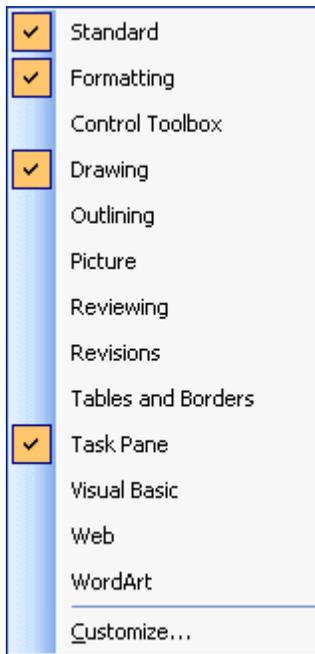
You can any time modify in the options of the pagination. You can ask PowerPoint to change the size(format) of the presentation for some paper of size(format) letter, legal or personalized. You can also change the orientation of the slides of your

presentation or pages comments that you'll put back to the public after the presentation.

Toolbars

To create the presentation, it's also necessary to have access to all the toolbars.

● From the **View** menu, select the **Toolbars** option.



- Select the same boxes as the image above by clicking next to the required toolbars.
- Repeat the operation as needed to make sure those toolbars are readily available.
- Press the **OK** button.

If one of the toolbars is on the slide, it's possible to you to move it.

- Place the cursor on the title of the toolbar.
- Keep a finger on the **left** mouse button and move there towards your choice.
- Release the mouse button when the toolbar will be placed.

You can also, if you think of using forms on your slides, of activating the toolbar of the automatic forms. You can even create your own personalized toolbars and show them with others than PowerPoint offers you.

The option in the left lower corner of the window, Buttons in colors, allows to see buttons in color. The option of info-bubbles allows you to see a small yellow square with a brief explanation of all the buttons when you place the cursor over this one.

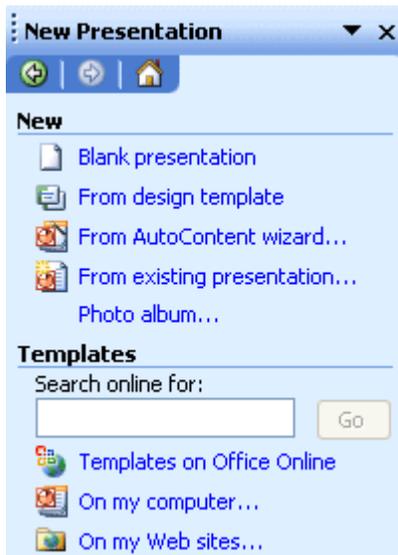
Exercises

To help you in the creation of a slide, PowerPoint offers you several tools that you'll find in various toolbars. To help you to understand the potential of these tools, the rest of the page will be dedicated to exercises that follow each other and that demonstrate the functioning of some of these tools. It's necessary to begin with a new presentation to be prepared.

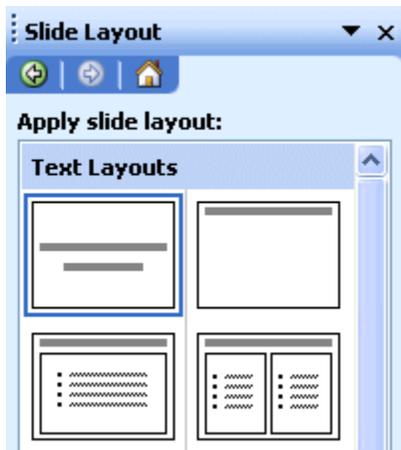
- From the starting up of PowerPoint, select the **New presentation** option.
- Press the **OK** button.

If you are already in PowerPoint...

- From the **File** menu, select **New** option.



It's then necessary to choose a layout as the first slide of your presentation. For every slide that you go to add, it will be necessary to choose it a format. In PowerPoint, there are 21 pre-established formats. They help you to create a presentation as well as to add the objects that you need. In these formats, you can add of the text, the charts, the organization charts, the images, the tables and several other types of objects. You can even have a combination of these on the same slide. You can also change the format any time better to answer your needs. He can however arrive that none of the formats answers your needs. It's always possible to you to add as many objects as you want on the same slide.



- For the first slide, select the first Layout; the one in the upper left corner of the window.

PowerPoint will show you the first slide with two boxes of text.



The **cursor** button serves for selecting an object. As soon as you want to modify an existing object, you should first select it with the cursor.

Add of the text in both boxes

- Press the cursor button.
- Click on the **Click to add a title** box.
- Write " **Financial situation of the company** "
- Click on the **Click to add a subtitle** box.
- Write in your **name**.
- Click outside of two boxes.

Change the size of the text

It's possible to change the size of the text that is inside two boxes. It's previously necessary to select all the contents of the text box.

- Click on the box that contains your name.
 - Select all the contents of the box.
- OR**
- Click on the box that contains your name.
 - Click on the border of the text box.

Squares should appear on the corners of the box.

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At the top of the screen, you'll find normally the toolbar that contains the type of font (Times New Roman or the other one). In the right-hand side, there is a box of selection for the size of the font.

- Click on the arrow that is for its right-hand side or write the new number for the size of the text in the box.
- Increase the size of your name to 40 points.

A point equals to 1/72-nd of an inch. You will notice that your name is much bigger than previously.

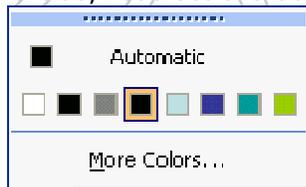
For the next options, it's preferable that the Drawing toolbar is shown.

- From the **View** menu, select the **Toolbars** option.
- From the list of toolbars, select the Drawing toolbar.

Change the color of the text

This small exercise consists in changing the color of the text of your name. Before, if it's not already carried out, it's necessary to make a block with the text that one wants to change color.

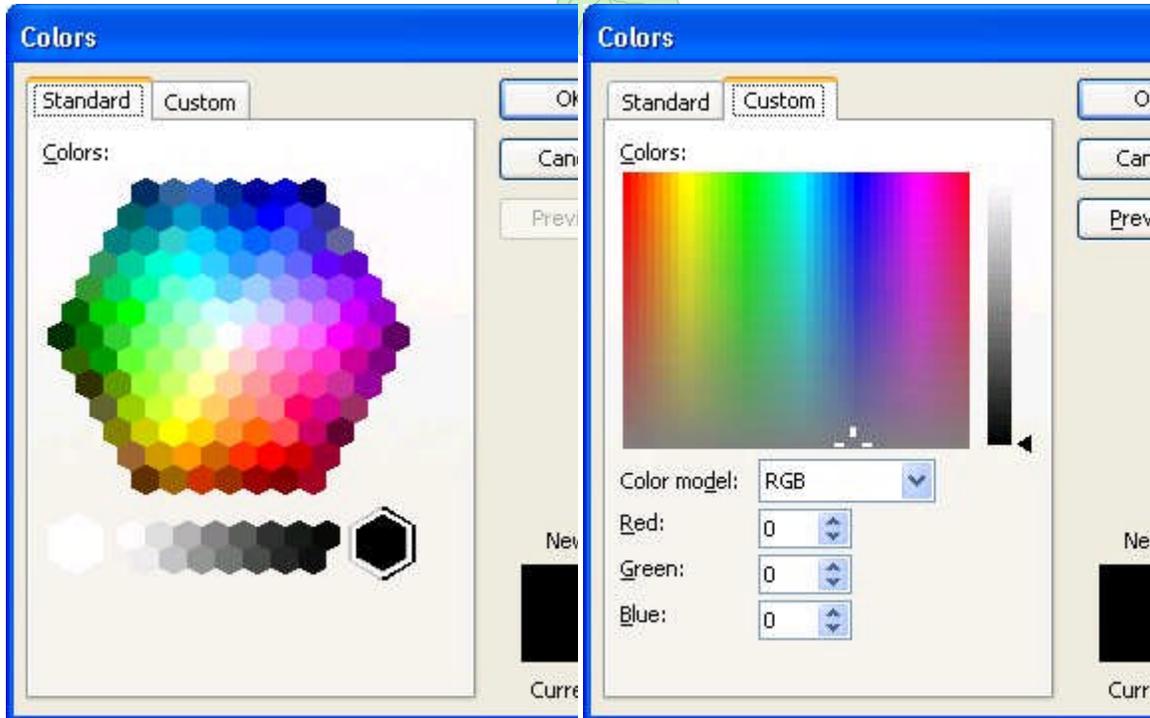
- For the exercise, reselect the box with your name.



- Press the  button.

The palette of colors most recently used will appear.

- Click on the **Other colors** option.
- Select from the shown colors.
- Press the **OK** button.



You can also choose your own color. It's enough to determine the amount of the basic colors that you want.

Supplement

You can use a block for a single character to change its font, its size or its color. Imagine your name that uses all the colors of the rainbow. Or that every character is smaller than its previous. Give it a try!

Text box

You can also add of the text where you want on the slide. You can write it outside of the two boxes of the slide. You will find the button above in the toolbar just Drawing below the button for the cursor (the white arrow).

- Click on the  button.

The button should be pushed and more pale future.

- Move the cursor on the sheet of the slide.
- Click on there where you want to write the text.
- Write the text of your choice.

You can then use the previous buttons to change the font, its size or its color.

Free rotate

In the same toolbar, you go to find the button above. He allows to change the angle of presentation of the boxes of text. The next exercise consists in changing the angle of the text that you have just written.

- Select the text that you have just written by clicking this text.

A border should appear around the text.

- Click on then the button free rotation above.

The border of the object of text changed. There are only four squares in the extremities of the border.

- Move the cursor on one of these squares.
- Press and hold the **left** mouse button and move the cursor towards the left, the right-hand side, the height and the bottom.

You will notice that the text turns on itself.

- Do not release the **left** mouse button until you are satisfied with the angle of your text.
- Re-try and experiment little.

There is a small trick to be shown.

- Re-select the button of free rotation.
- Besides the procedure of the preceding exercise, keep a finger on the Shift key of the keyboard.

The rotations are still possible, but only in angles of 15 degrees.

It's possible to realize free rotations on the text and the drawn objects. It's impossible to have a rotation on images or objects OLE (graphs, organization charts or the others).

Add an oval

On the same toolbar as you found the cursor, the free text and the free rotation, you'll find the button above.

- Click on the button .
- Move the cursor on the sheet of the slide.
- Click on the point of departure of the oval and keep a finger on the **left** mouse button.
- Move the mouse in diagonal to the right as well as downward.

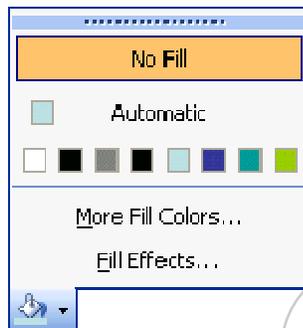
You go to see to appear the format that the oval will have when you'll have released the **left** mouse button. By resting (supporting) in more on the **Shift** key, you'll observe that the oval becomes a perfect circle. The same situation arrives for the button of the rectangle that becomes a square.

Fill colors

You can also change the thorough color or the color of the outline of any drawn object. The next exercise consists in changing the thorough color of the oval. This option works only with drawn objects. It will not work with the text. Please see the option changing the color of the text mentioned above.

● Click on the oval to select it.

The border of the object and the squares should appear. Otherwise, click the oval.



● Press the  button.

● Select from the shown colors.

Or

● Click on the **Other colors** option and choose from the 256 colors that are shown in the window.

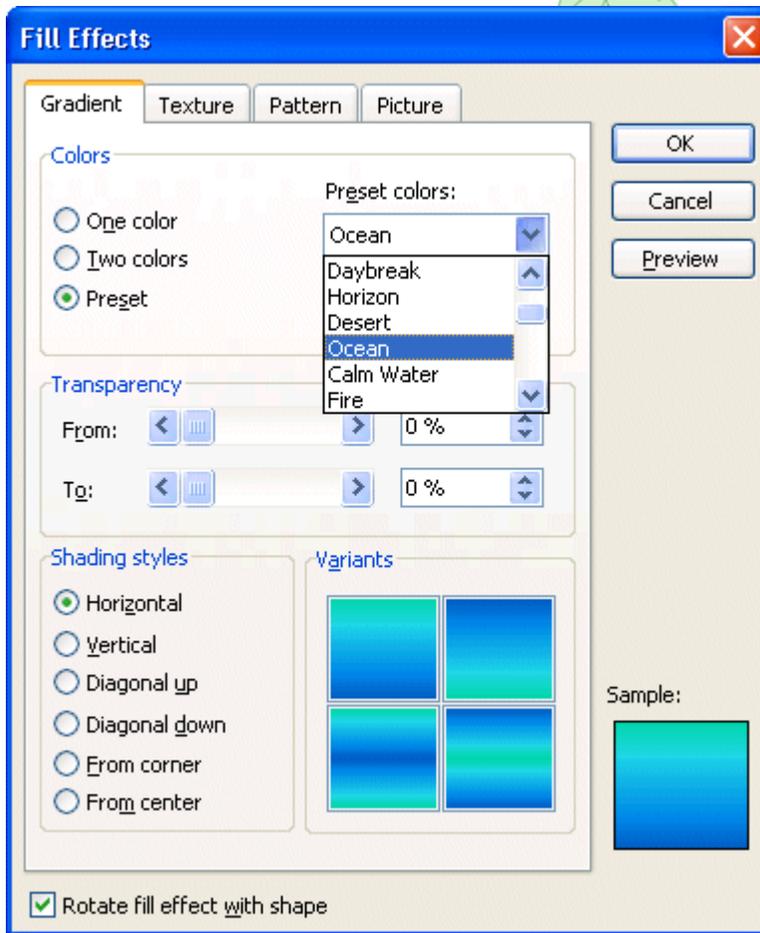
Change the shade of the oval

It's also possible to put a relief in a drawn object.

● Select the oval

● From the **Fill color** button , select the **Fill Effects** option.

● Select the option Ombré.



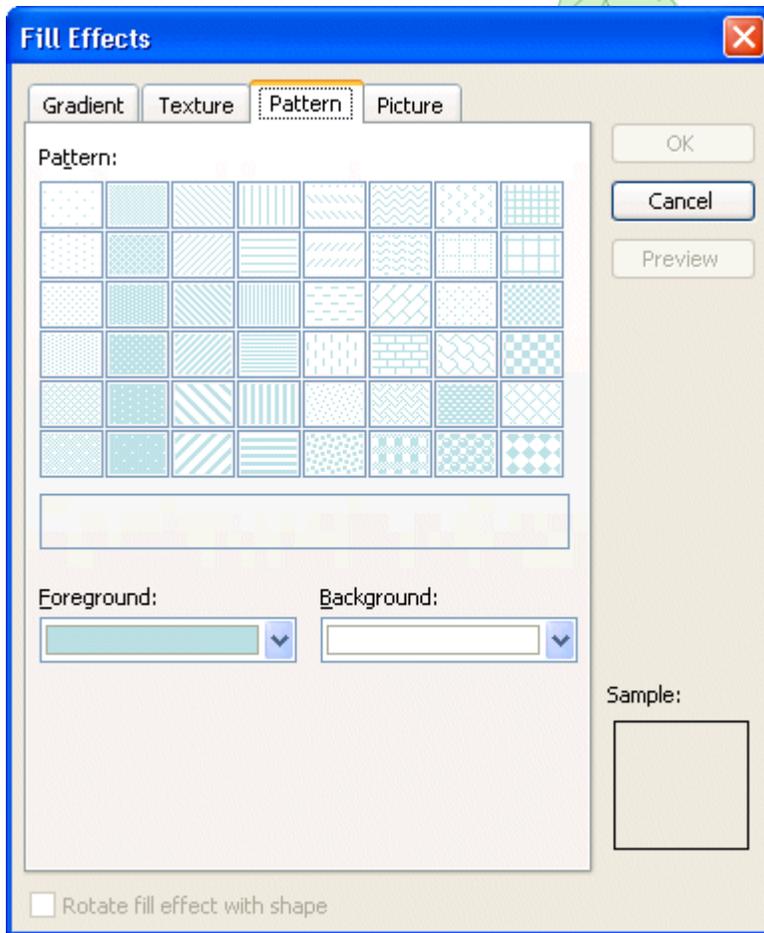
This window allows you to change the options of presentation of the object that you selected. It's possible to you to change the angle of the shade, its color, to choose among 4 variants and to determine the level of light of the shade. You can also press the **Preview** button to give you an idea of the final effect on your slide.

- Click on the **Texture** tab.



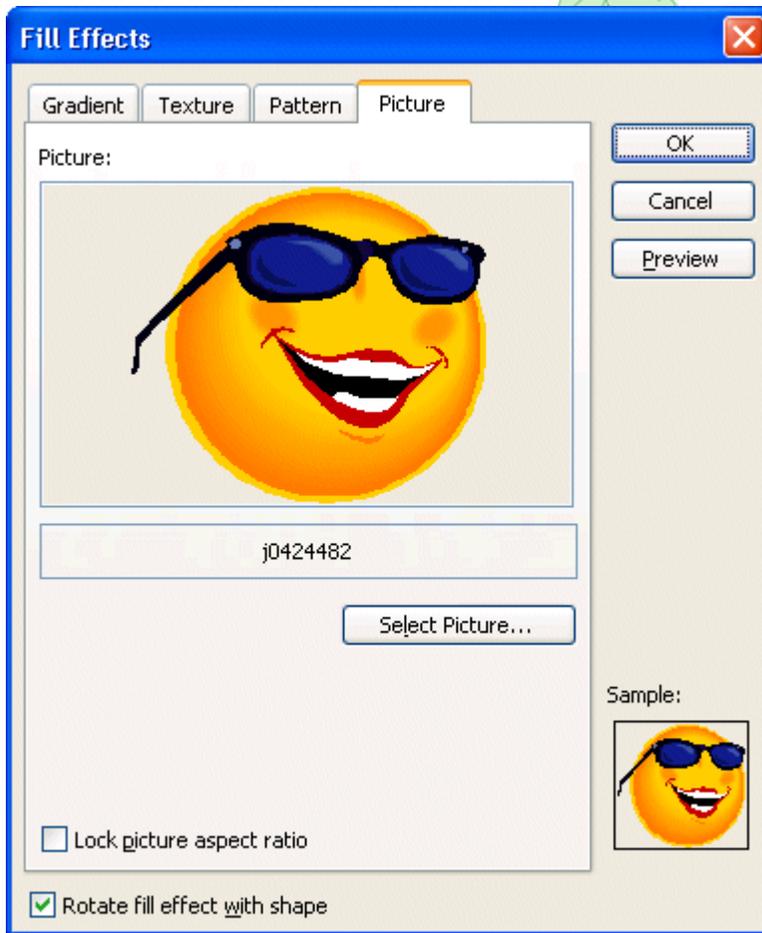
This window allows you to choose among textures predefined and to paste him(it,her) on the drawing that you chose. It's even possible to get other textures and to add them to the list by pressing on the button **Other texture**.

- Click on the **Pattern** tab.



This window allows you to paste patterns on drawings. It was only what was available in the previous versions of the program.

- Click on the **Image** tab.



This window allows you to paste an image inside the format of drawing that you chose previously. It's also possible to go to look for an image of it to paste it then.



Change the size of the oval

The next exercise consists in enlarging the oval so that it fills(performs) the slide completely. It's normal that it hides from the text and the other objects of the slide. The following exercise will solve this small problem.

- Select the oval.

Squares are going to appear around this one.

- Place the cursor on one of these squares.
- While pressing on the button, move the square towards the border of the slide.
- Repeat the operation until the oval is as big as possible.

Put the oval in background.

The oval should be rather big to hide the text that you wrote previously. Each of the objects that you add to a slide is on the personal thorough layer. Every object that you add settles over those that you put previously. This capacity allows you to stack objects to have a better effect of presentation.

At the moment, the oval is in front of all the others because it's the most recent object on the slide. To change the place of its layer:

- Click the oval.
- Of the toolbar menu, select **Drawing**.
- Select the **Background** option.

The layer of the oval is now completely behind among layers. experiment little. re-select the oval. use the Drawing command and move the oval gradually on the top. observe the result every time. The oval will move and to place behind an object more every time you use the combination of command Drawing, To move. You can also put off the layer of an object to place it behind the other whom hides it.

Pass from a slide to another

Press the PageUp or PageDown keys. Press of the buttons with two triangles located in the lower right corner of the screen.

Explain quickly the other buttons

Explain the page layout

PowerPoint - Slide sorter mode

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[Hide a slide for a presentation](#)

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This page presumes that you have already entered the text of the presentation of the [plan mode](#) Web page.

Introduction

The slides sorter mode allows to add special effects to the presentations using a computer. It also allows you to practice your presentation by timing you. By knowing the time that you take to give your presentation, you can then reorganize your slides. You can even ignore over some of enter they who have less importance because of a lack of time.

Transition **Transition effects**

The effects of transitions are effects to pass from a slide to another. The first box of the second toolbar gives the list of all the effects of transition. You can choose from these.

● To have access to all the options of the effects of transition, press the transition effect button  .



The window that appears gives you all the options for the effects of transitions.

- You will find from the list of the effects all the possibilities of transitions. You can click the image of the key to give yourselves an idea of the effect of transition. You can change the effect as often as you want it.
- You can also decide on the speed of transition from a slide to another. It's better use the fastest speed. The intention of a presentation is to ignore a message and not to demonstrate that you are capable of using the special effects.
- If you prepare a presentation for automatic scrolling, you can also determine how long, in seconds, the slide will stay in the screen.

When you'll have chosen all the options in your choice, press the **OK** button.

Once the effect was chosen, an icon will appear at the bottom left of the chosen slide . You can press this button any time to see the effect of transition. If the effect does not satisfy you, select in other one of the list of the effects of transitions.

Compilation effects

The effects of compilation are the effects to make appear a point at the same moment on your slide. There is a very big advantage to use this command. The public sees only the point on that you speak at the moment and those that you discussed previously. He does not see the **fellow men** hurt to cover. So, they have no impulse to read the slide completely and to be distracted from your presentation. If you make a presentation by using a computer, it's very important to use it. try it once. You will see the difference that it gives to your presentation. The use of this option gives also a professional speed(look) to your presentation.

- Place the cursor on the fifth slide of the presentation: " Reasons of our growth ".
- From the list of the effects of compilations, that shows at present " Without compilation ", select the effect of compilation of your choice.

You can decide on that effect to choose from the list of the effects of compilation. There is also a possibility of shading off points that you have already discussed. The point that you discussed exchange of color, generally for a more pale color. In this way the bombast is make the point that you discuss at the moment. This option is available from the effects of animation. It remains to choose a pale color so that the point on that you speak is more brilliant than the others.

When you'll have chosen an effect of compilation from the list, this icon will appear below the slide the options of that you have just put. It's necessary that you are in mode slide show to see the effect of compilation.

- assure that the cursor is on the fifth slide of the presentation: " Reasons of our growth ".
- Press the  button or from the **View** menu, select the **Slide show** option.
- Press the **left** mouse button, the **Enter**, **spacebar** or the **PageDown** keys to see the effect of compilation. The following point will appear to the screen with the effect of compilation that you chose.
- Repeat until you covered all the points of the slide.

Move slides

After some attempts, you notice that a slide would be better located somewhere else in your presentation. The mode Sorter of slides allows you to move one or several slides at the same moment in another place in your presentation.

To move a slide:

- Click on the slide to be moved. A border should appear around it.

If you want to move several slides at the same time, it's possible to select several slides. click the first slide. While pressing on the Shift key, click the other slides.

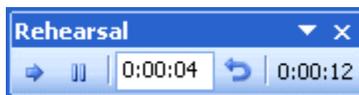
- Are certain that the cursor is inside her or of one of the selected slides. Then, keep your finger on the **left** mouse button.
- move the mouse towards the new location of the slide. A long vertical bar will indicate you its new location.
- release the mouse when the slide will be in the new location of your choice.

Besides changing the place of the slide, PowerPoint also changed the title and the text of this slide has its new location in the plan of the presentation.

Time the presentation

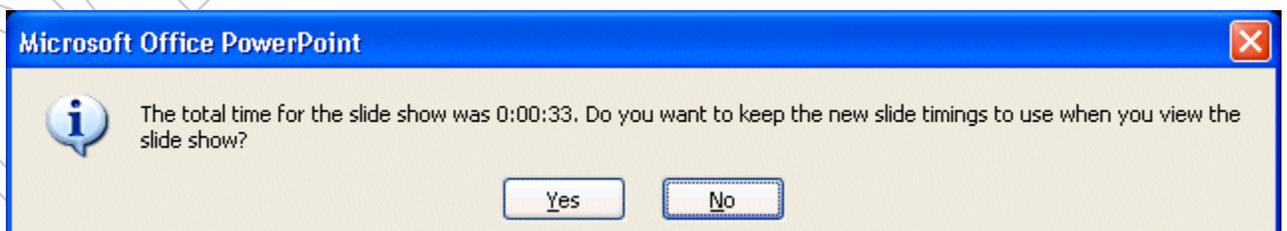
When you ended your presentation, you need still to know if you respect the time that is assigned to you. There is nothing more frustrating that to follow a presentation that grows longer because the presenter does not respect the time that was assigned to it.

- get ready as if you were going to give your presentation in front of a public.
- Click on the first slide of the presentation.
- Press the button  to time your presentation. PowerPoint will show the first slide of your presentation.



- Speak as if you gave your presentation. You should keep the same tone of voice and the same speed of pronunciation as during your next real presentation. try to convince the chair with your arguments if it can help you. take time that is necessary for you to cover all your presentation as you'll make it during the "true" presentation. don't forget to press the **left** mouse button, on the Enter key or on spacebar to move your presentation.

As soon as you'll have ended with the last slide, press a key to stop the stopwatch. A window will open by showing you the total time when your presentation will have lasted. select the **No** option to save the time that you took for each of slides. In the lower right corner of all the slides, you'll see the time used by each of them.



If you answered yes, the presentation is automatically going to change slide according to the time that you took during the timing.

To remove the time, or to be able to change the duration of presentation of slides:

- Select the option of control of the effects of transitions .
- In the **Move** section, select the **Manually** option.
- Press the **Apply to all** button.

Ignore slides

You notice that your presentation is too long and that it's necessary to cut superfluous slides. Instead of deleting a slide, one can ask PowerPoint to ignore a slide during the presentation.

- Click on the slide that you want to ignore. A border should appear around it.
- Press the button to ignore the slide that meets itself on the bar of tool at the top of the screen. A small drawing with a diagonal bar should appear below the slide.



To call back the slide. Repeat the same operation. The drawing with the diagonal bar should disappear.

Animation effects

The effects of animations allow to animate the elements of the slide. These elements can be of the text, a drawing or even a chart. The effects of animations don't make really left the mode of sorter of slides. But, because it's a question that it puts of the animation in the slide, it's suited to mention them with the other elements of effects. The explanations on the effects of animations are on the page to improve your presentation. [click here](#) to join the section of the effects of animation.

PowerPoint - Notes page mode

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[Add some text](#)

[Change the size of a block of text](#)

[Add a second column](#)

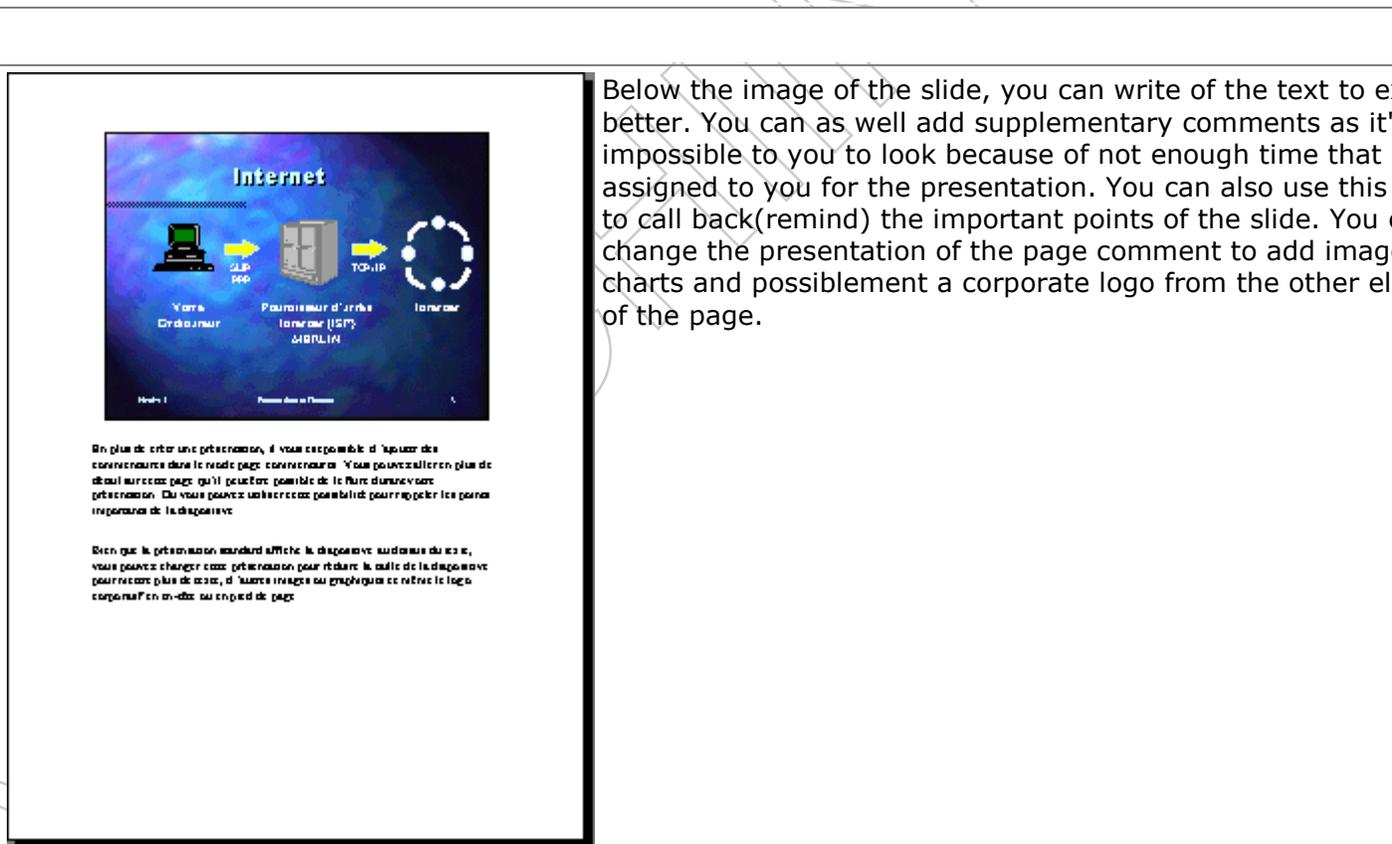
[Add a drawing](#)

[Modify the background](#)

[Print the comments page](#)

Introduction

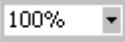
This mode is used to supply in the audience a document to follow or remember itself important points of your presentation. Every slide of your presentation has its own page comment.



Below the image of the slide, you can write of the text to explain better. You can as well add supplementary comments as it is impossible for you to look because of not enough time that is assigned to you for the presentation. You can also use this mode to call back (remind) the important points of the slide. You can also change the presentation of the page comment to add images, charts, and possibly a corporate logo from the other elements of the page.

Add text

- Click in the text box below the slide.
- Write some lines of text.

You can change the percentage of the "zoom" by clicking in the box  located in the standard toolbar. One finds generally this button in the right superior corner of the screen. You can enter from 10 % to 400 %.

Change the size of the block of text

You will maybe need to change the size of the block of text to be able to insert on the page comment an image or another object. You can change the size of the block of text as often as you want it.

- Click on the button  of the Drawing toolbar
- Click on the border of the block of text.

The border of the block of text will change. It will be more thick and there is aura of the squares of dimensionnement (squared white) around the frame. It's the squares that are important. It's thanks to them that you can change the size of the block of text.

- Place the cursor over one of the squares of dimensionnement.
- keep a finger pressed on the **left** mouse button and move it inward of the square.
- When you'll have selected the right size, release the mouse button.

To move the text box

- Place the cursor on the border surrounding the text box. The cursor will change form to represent four small black arrows pointing up, down, left and right.
- Press the **left** mouse button and move the text box towards the location of your choice.
- Release the mouse button.

Add a second column

He can as well arrive by occasion as you want presented your pages comments on two columns. Here is the procedure to be followed.

- Reduce the width of the first text box.
- Press the  button of the Drawing toolbar.
- Click next to the first text box and write a word.
- Click on the  button of the Drawing toolbar.
- Click on the border of the second block of text.
- Change the width of the text box as needed.

The length the block will be as long as the text that you write. The width of the block will only change when you change the width of the border of the block of text.

If you want to have several columns on the majority or all your pages of comments, it would be preferable to change the mask of the pages of comments.

Add a drawing

You can use the same toolbars as you use in mode slide to change the appearance of the page comment. It's so possible to you to add images, drawings, charts, organization charts, tables as well as other objects on each of the pages of comments.

To add an image, press the  button or select from the **Insert** menu the **Image** option.

Modify the background

This option gives you the possibility, as for a slide, to change the back plan of pages comments. It's then possible to you to add of the text or the corporate logo that will repeat of a page comment in the other one. You can also change the pagination of the page comment to have several columns. Or you can enlarge or reduce the size taken by the slide, and even to delete it if need be. For more details of the functioning of masks, go to the page [to improve your presentation](#).

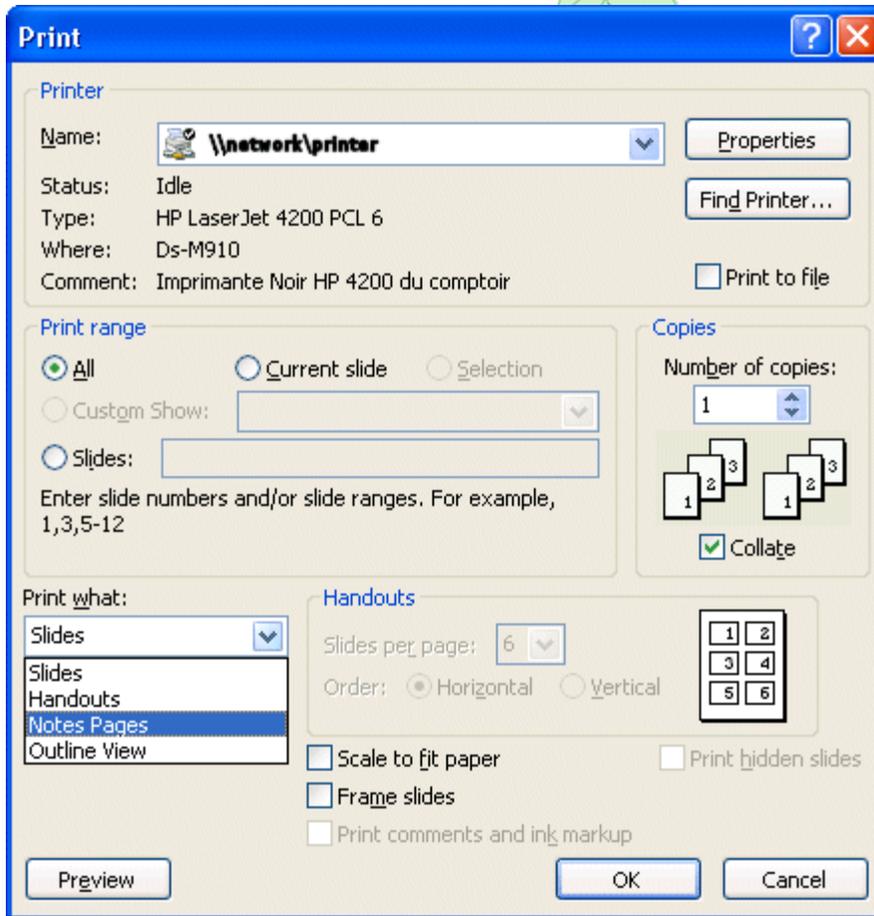
To change the background, select the option of the main menu, **View, Mask, Mask for the comments pages**.

Print the comment page

● From the **File** menu, select the **Print** option.

OR

 Press the **Ctrl** and **P** keys.



- At the bottom of the window, of the list of the printable elements, select the **Notes pages** option.
- Press the **OK** button.

PowerPoint - Slide show mode

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Presentation

The mode slide show is of use only to the presentation of the slides that you prepared. The instructions that follow are to help you to navigate through your presentation and also to help you to put of the accent on the important points. To make you to the mode Slide show:

● Press the  button located in the left lower corner of the screen.

OR

● From the **View** menu, select the **Slide show** option.

The presentation of your slide show will begin at once in the first slide.

Navigation

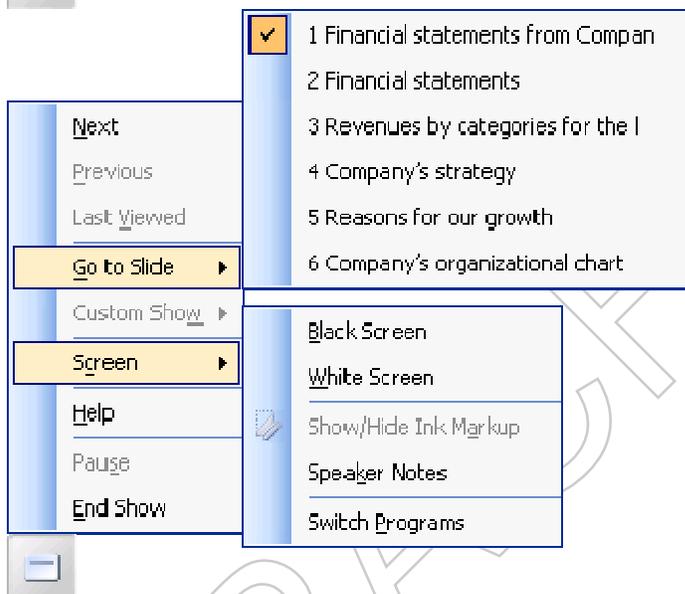
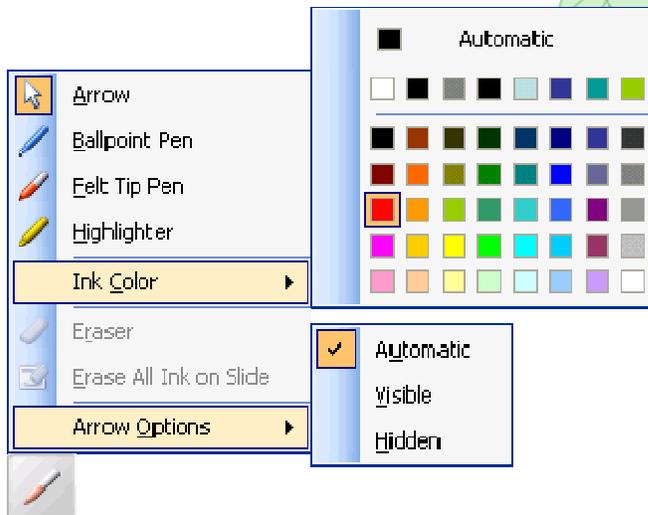
To pass in the following slide, you can use the **Enter**, **spacebar**, **PageDown** keys, or the **left** mouse button.

If you want to return to the previous slide, you can use the **PageUp** key or the **right** mouse button.

If you move the mouse on the screen, you go to see this button  in the left lower corner of the screen. It offers you the available options during the presentation.

● Press the presentation menu button.

The following image is a composition of all the possibilities of the presentation menu. The text that follows explains each of these options.



Go in

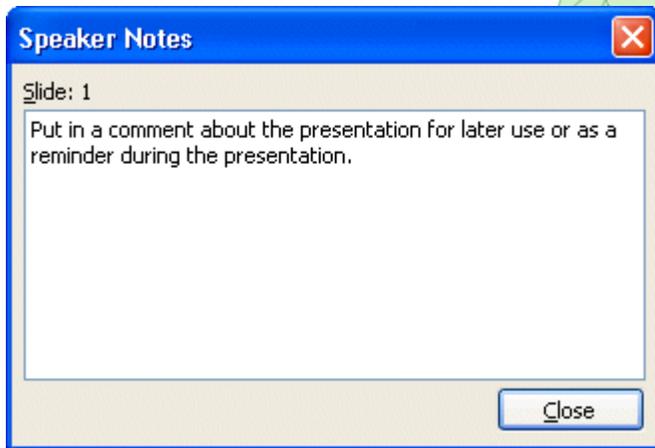
This option allows you to go quickly to any slide of the presentation. PowerPoint offers you several ways to find the slide to that you want to go.

Black screen

Show a black screen to allow to the demonstrator to take a break or to end the presentation.

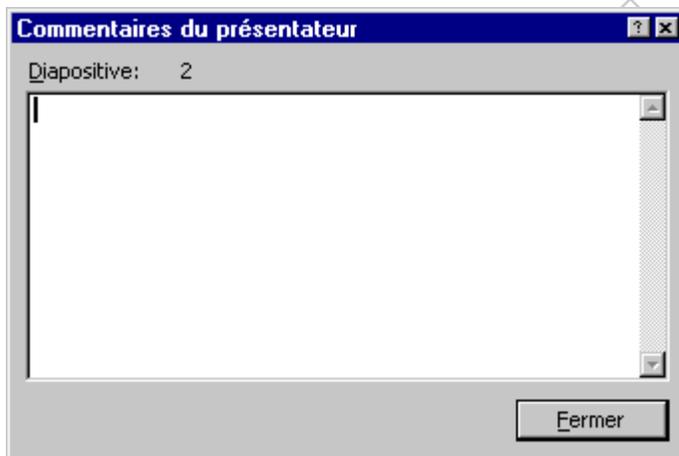
Speaker Notes

During the demonstration, a person can move a comment that one wants to save for later. This comment can be to place in a lasting document to be printed later. There is also a possibility of with a list of actions. This is to indicate what should be carried out after the presentation to move a project announced in this one.

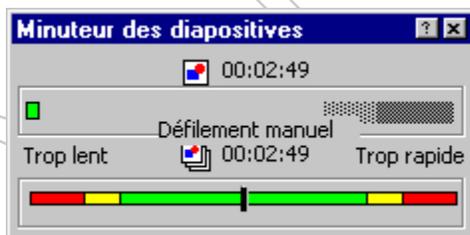


Comment for the presenter

So during the presentation, the presenter can want to add comments about the presentation such as the reaction of the public, the feedback about the slide or the element important not to forget.



Slides timer



As in the [slide sorter mode](#), it's possible to activate the timer to prepare your presentation. The details on how the timer works on the previous page.

Using the pen

You can also put of the accent on a slide by surrounding a word or by drawing an arrow. You need the mouse or the cursor to use this option.

- When you'll be on the page in question. move the mouse in any direction (management). A button will appear at the bottom of the screen to the right-hand side.
- Click the button of the presentation menu.
- Select the **Pen** option.

The cursor will be transformed into pencil.

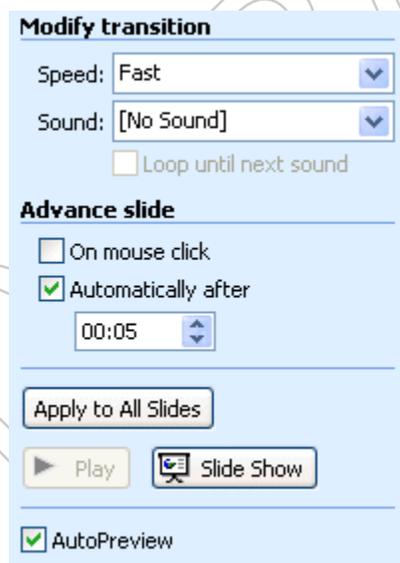
- Click the button and keep your finger on it as long as you want.
- Practice as much as you need, to underline and to draw arrows or anything you wish.
- To continue with the presentation, click the button of the presentation menu located in the lower right corner and select the option arrows.

Continual presentation

You can also use PowerPoint to give a continuous presentation that does not stop showing your presentation.

Before continuing with the presentation, you should first prepare it. You should indicate to PowerPoint how long every slide should stay in the screen. To do it, you should go to the mode sorter of slide. Under the option of the effects of transitions for each of the slides, you should look to it one time of posting.

- From the **View** menu, select the **Slides sorter** option.
 - Press the  button.
- OR**
- From the **Slide show** menu, select the **Transition** option.

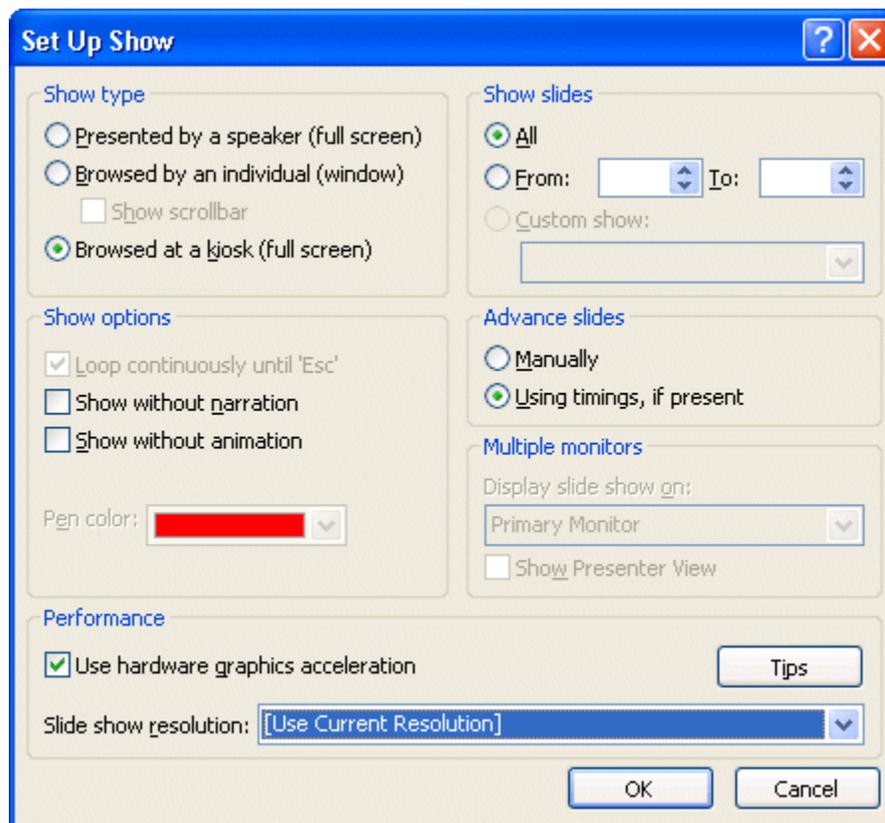


- Select the options of your choice. However, the slide should move after a number of seconds that you determine.
- Press the **Apply to all slides** button.

This puts an effect of transition in all the slides. After a while, the presentation will pass in the next slide. You can change the duration of each of the slides. The presentation should however move automatically.

Then, should indicate to PowerPoint that you want a continuous presentation.

- From the **Slide show** menu, select the **Set Up Show** option.



- Make sure the **Execute continuously until Esc** option is selected.
- Press the **OK** button.

It remains only to begin the presentation so that it unwinds until it is to stop.

PowerPoint - Outline mode

[Introduction](#)

[Writing text](#)

[Change levels](#)

[Move points around](#)

[Change bullets](#)

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Introduction

You can, if you want it, to add slides one after the other to create your presentation. There is however a disadvantage to this technique. You have no global outline of your presentation. It's difficult to modify your presentation when you began it.

The mode plan settles these problems besides these other advantages:

- ✦ Allow better to structure your ideas.
- ✦ To move them in your so necessary presentation.
- ✦ To develop quickly your presentation

The text of your presentation should consist of keywords to understand the point that you want to make. The English term would be a " punch line ". For example, to make understand to the public that you go to explain the reasons of the growth of sales, you could write " increase of sales ". It's to you then, during your presentation, to supply the explanations in the keywords that you used.

The contents of text of a slide can be cut in two parts: the main title, that explains the subject of the slide, and points to be covered on the subject.

The view in mode plan shows each of the lines of slides. It does not show the text that is in the boxes of free text  such as demonstrated in the mode slide.

The lines that are the most stuck of highly-rated left of the screen are for the main title of the slide. The text that is on the second level is the text of the slide. The lines that are on the third level are the sub-subjects of the text of the slide and so on.

Writing text

The next part consists in writing all the text that will be necessary for a small presentation. You should give a presentation to the shareholders of the company Broche with Hay Inc. You have already determined the text to write as well as at that level to put it. In the example that follows, there are only two levels: the main titles and the text of each of 6 slides. Normally, you'll find a toolbar to the left of the section of the text. You will need two of these buttons to change the level text. The other buttons will be explained when you'll have written the plan of the presentation that follows.

Change level

To change a line of levels you should use the  button or the **TAB** key to go down a level. The button  or the **Shift** and **TAB** keys are to go back up a level.

- Place the cursor just after your name on the second line of text.
- Press the cursor pointing downward.

The cursor should meet itself on the third line. It should also have a small grey square that should appear to the left of the cursor.

- Otherwise , press the  button or on the the **Shift** and **TAB** keys to move back to the first level.

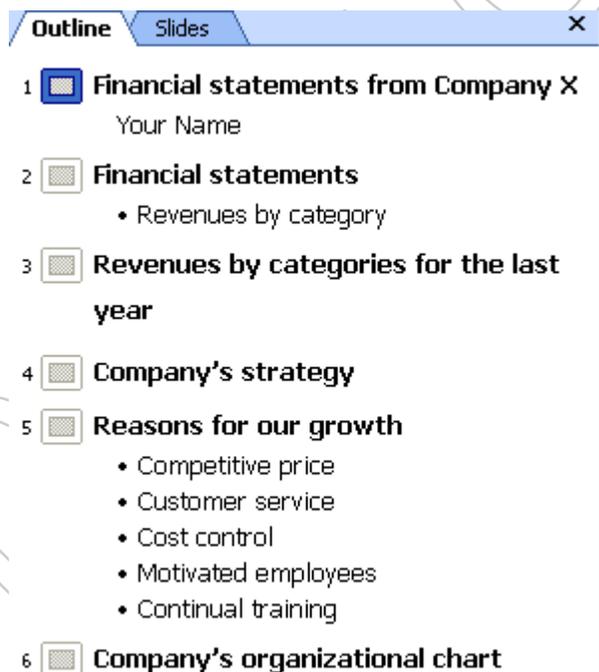
- Write the text " The financial status of the company " and press the **Enter** key.
- Write the text " Revenues by categories " and press the **Enter** key.

At the moment, the last line is considered to be the title main clause of a new slide instead of being the text of the slide " financial status... "

- Press the  button or the **TAB** key.

Now, the line is for the second level and is considered to be the text of the slide " financial status... "

- Write the rest of the text such as described below by assuring you that the text is for the good level. use both buttons used first when it will be necessary to change level.



The screenshot shows the 'Outline' pane in PowerPoint. It contains a list of six slide topics, each with a small square icon to its left. The first topic is 'Financial statements from Company X' with a sub-item 'Your Name'. The second is 'Financial statements' with a sub-item 'Revenues by category'. The third is 'Revenues by categories for the last year'. The fourth is 'Company's strategy'. The fifth is 'Reasons for our growth' with sub-items: 'Competitive price', 'Customer service', 'Cost control', 'Motivated employees', and 'Continual training'. The sixth is 'Company's organizational chart'.

Move points around

You notice that one of the points of your presentation would be better placed in the beginning or towards the end of your presentation. Instead of retranscribing the text, you can make a block with the lines of text move. Then, use both buttons below to move the text in its new location in your presentation.

 **Move up:** Move a line or a block of a line upward. This line always stays in the same level.

 **Move down:** Move a line or a block of a line downward. This line always stays in the same level.

● Make a block with the 5 lines of text from the slide " Reasons of our growth ".

● Press the  button several times.

You will notice that lines rise and change slides. However, they always stay in the same level.

● Press the  button to put back the presentation to its original format.

During the preparation of a long presentation, it happens by moments when one gets lost in details. The next buttons serve for hiding temporarily the text only to show the main titles of the presentation.

● Place your cursor on the title " Reasons of our growth ".

● Press the  button.

The text of the slide is replaced by a horizontal line. This is to indicate that there is of the text on this slide but that it's hidden.

● Press the  button so that the text of the slide reappears.

 **Hide the selection:** to hide the text of a certain level from the size of a horizontal bar of a slide better to see the previous level.

 **Show the selection:** Rafficher one or several levels reduced by the previous command.

Both last instructions are good to hide and rafficher the text of a slide. Both next make the same thing, but for all the text of the presentation. It remains only the main titles that are shown.

 **Show the titles:** Replace temporarily the data of the second and other under lower levels by horizontal lines. The user sees only the main titles better to organize his presentation.

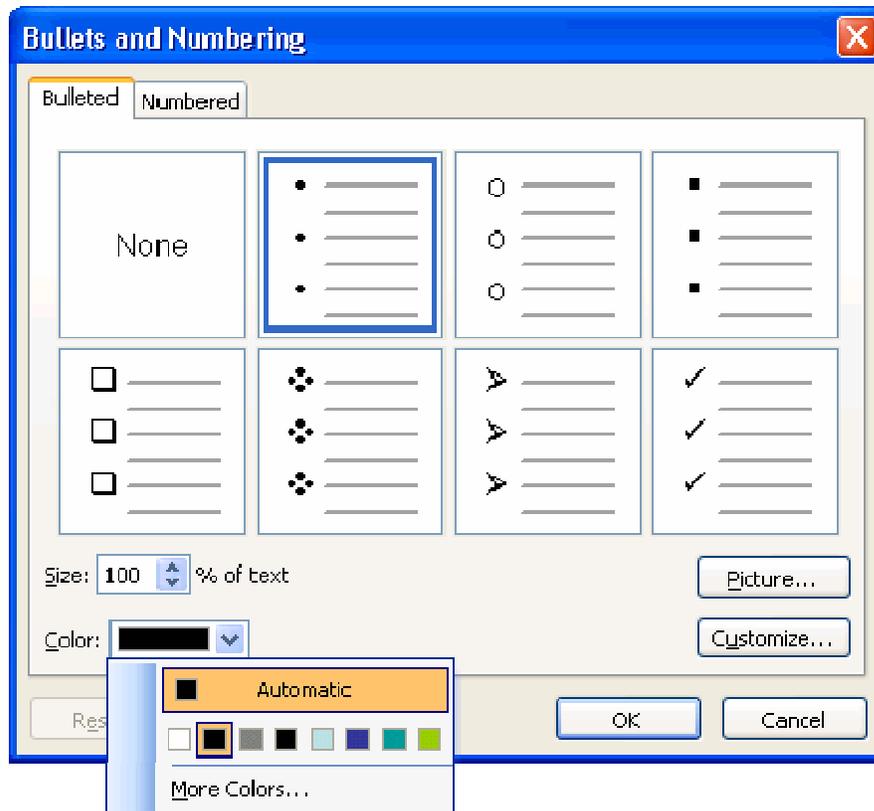
 **View everything:** Raffiche all the lines reduced by the use of the previous option.

Changing bullets

In front of every line of the second level or subordinate, a small character appears in front of the line to help to mark down it. This character is called a bullet. It's possible to change it for another character or space.

- Make a block with all the secondary lines of the fifth slide: " Reasons of our growth".
- From the **Format** menu, select the **Bullets and Numbering** option.

The following window will appear.

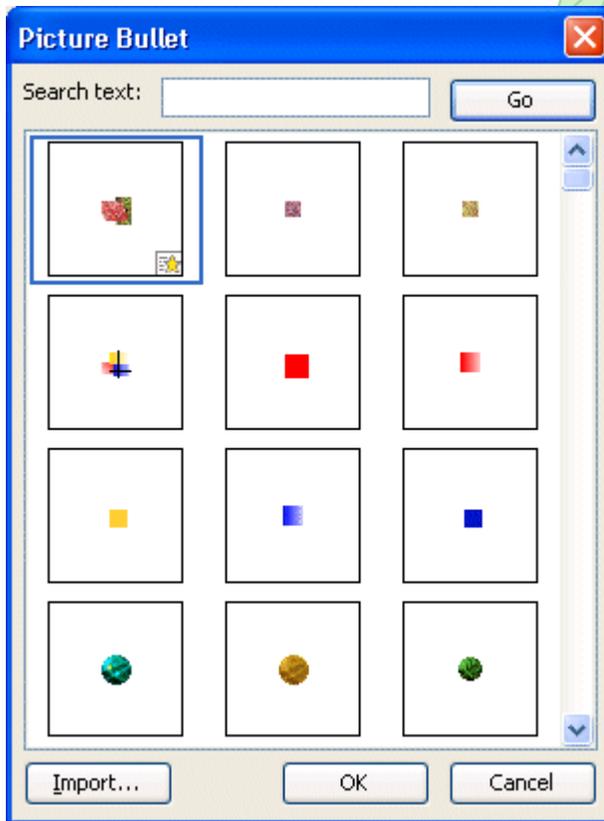


- Click on the character that interests you and press the **OK** button.

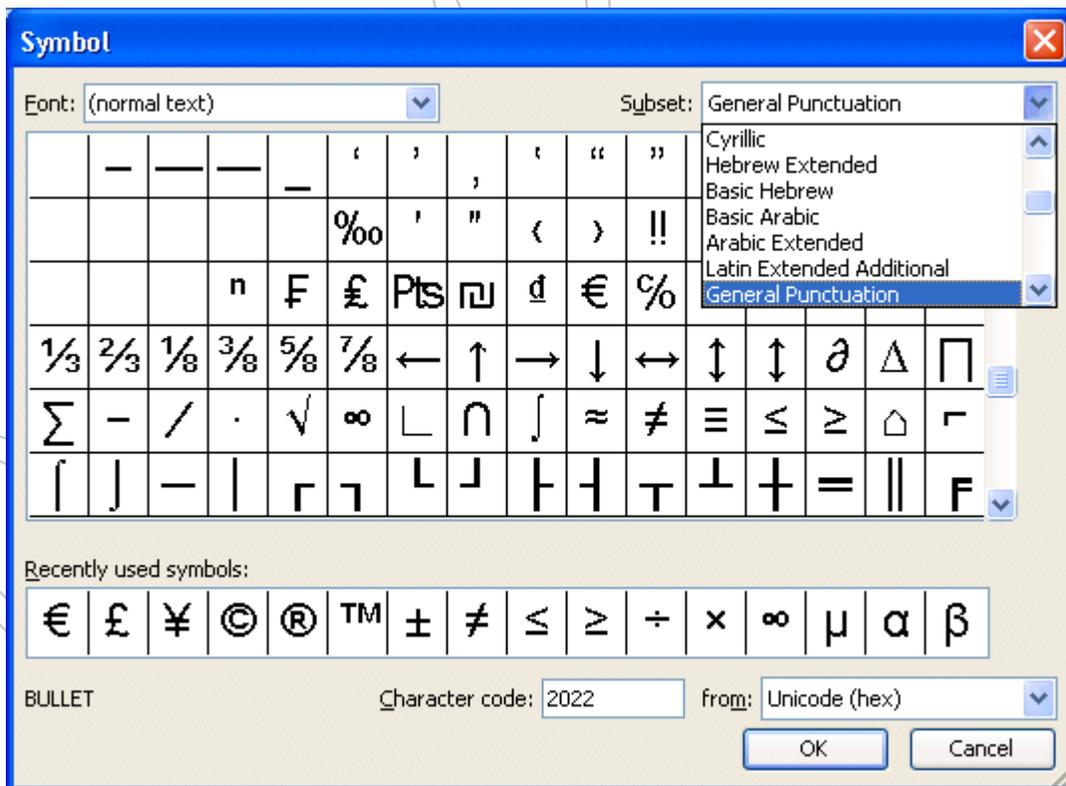
If you want to have no special character, click the first box in the upper left corner and press the **OK** button. You can also change the size of the bullet by changing the percentage located in the right superior corner of the window.

There are the other special characters advantage of that you can take. While pressing on the arrow of the box of fonts, change the font and look that other characters you can take advantage. Certain fonts contain that fanciful characters such as the Wingdings , ZapfDingbats BT , Symbol font, Monotype sort, Animals and several others.

- Press the **Picture** button.



● Press the **Customize** button.



● Select the character of your choice and press the **OK** button or press the **Cancel** button.

View the result

Having entered the text of the presentation, you deserve well to see what looks like this one.

- Place the cursor on the first slide of the plan of the presentation.
- Press the  button or from the **View** menu, select the **Slide show** option.
- Press the spacebar, the **left** mouse button or the **Enter** key to pass in the next slide.
- Continue to press one of these the keys to continue until the end of the presentation.

Once the presentation is ended, the presentation mode will return you to the previous mode. In this case, it should be the plan mode.

PowerPoint - Improving your presentation

[Introduction](#)

[Insert a slide design](#)

[Change the color scheme](#)

[Change a slide master](#)

[Insert an image](#)

[Animation effects](#)

Introduction

The previous pages explained each of the modes of PowerPoint. There are however supplementary elements to be seen to improve the presentation. It's possible to add a bottom to your presentation, or a model in PowerPoint's terminology, to return your more pleasant presentation. By changing the titles mask, or slides mask, it's also possible to change the presentation by adding for example the company's logo or its name. An element that was not seen in date and that draws the attention, when they are used at the right time, are the animation effects. This page demonstrates where and how to use all these elements.

Insert a slide design

Although you wrote all the titles and the points of your presentation, you noticed maybe that the the slide's background is white! Unless you're making a presentation for snow or fog, this won't do! You must put a comprehensive background on your slides. PowerPoint uses the term "Slide Design " to describe this important option. Remember that it should be the same for the entire presentation.

● From the **Format** menu, select the **Slide Design** option.

OR

● At the bottom of the screen, double-click on the **Default Design** option.

OR

● From the Task pane, select the **Slide Design** option.

There are three kinds of models. Each answers better a kind of situation. There are the slide shows that are perfected for presentations in color. There are also the transparent in color for acetates to that you add of the color. There are finally the transparent for printing in black and white. This last one is necessary if you think of printing with a dot matrix printer. All these files are PowerPoint's slides. You can create your own models for your own presentation needs.



The first column indicates the name of all the models available in the current directory or folder. There is a preview of the model in the right-hand side of the list of the available models. You can change model as often that you want it to find the model that you prefer.

- Click one of the models of the list of the first column. An outline of the model appears in the box to the right-hand side of the list.
- When you found the model of your choice, press the **Apply** button.

Color schemes

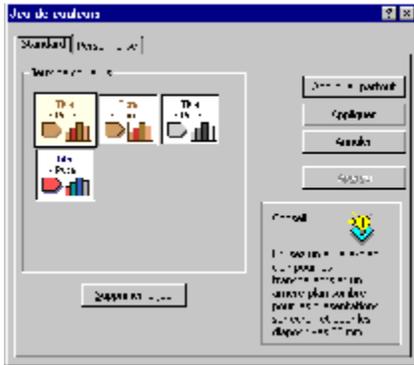
During the creation of the models, the designers thought of preparing several " color schemes " to better meet the needs of the users. So, the same presentation, or "model" in PowerPoint's jargon, could work with different color schemes. However, it's not all the models that offer several color combinations.

- From the **Format** menu, select the **Apply the model** option.
- Among the list of the models, select the **Blocnote** model.
- Press the **Apply** button.

PowerPoint will take a moment to change the model of your presentation. The reason to use this model in particular is that it offers the possibility of using several games of colors predetermined by the designers of PowerPoint.

- From the **Format** menu, select the option " games of colors of slides ".

The following window will appear.

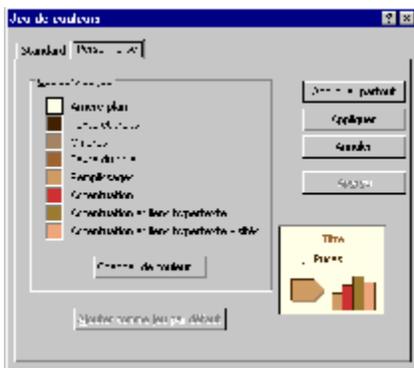


Under the first tab, "Standard", if the list of the games of available colors shows.

- Among the list of the games of colors, select there a that is different from the one that is used at present.
- Press the button **Apply to all** button.

The thorough color, the text as well as the other elements of the model changed on all the slides of your presentation. It's always possible to you "to personalize" the game of colors of your presentation.

- From the **Format** menu, select the " Colours of slides " option.
- Click on the **Personalized** tab



PowerPoint offers to change you the color of each of the elements of the game of color.

- Click on the Title text option.
- Press the **Change color** button.



- Of the list of colors, select a color other than the one that is at present used.
- Press the **OK** button.
- Press the **Apply to all** button.

The color of the titles to be changed on all the slides of the presentation. There is however an exception. The mix of colors will not change the color of a title or

another element of the slide that you changed first the color manually: only those that have still the color by default.

For example, change the color of one of the titles of the slide by selecting the text and by using the button. Change then the color of the title in the list of the games of colors a color different from that used by the current color and by that of the title that you modified. You will notice that the titles of slides changed once again color except for those that you had changed manually before having changed the games of colors.

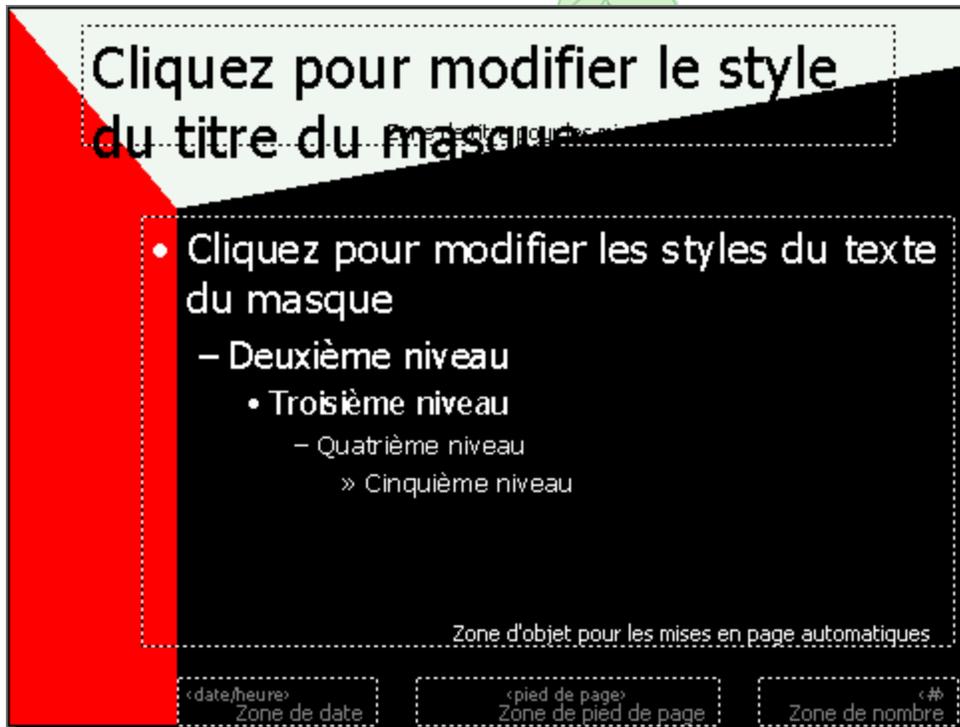
Change the slide master

First, you chose a model and adjusted possiblement the game of colors of this one. But, you can also add to this model for example the logo of the company or the name of this one. The explanation that follows how explains to modify the mask of the slide exactly to add the name of the company and an image that will represent the logo.

Change the mask of the slide

To modify the models, it's necessary to enter the mask of the title for the first slide of the presentation or the mask of slides for the others of the presentation.

● From the **View** menu, select **Mask**, and **Mask for the slides**.



Insert of the free text

Add the name of the company

- Press the  button from the Image toolbar to add some additional text.
- Place the cursor to the bottom left of the screen

pay attention not to place the cursor inside one of the boxes of text that is already on the slide. If need be, delete three boxes at the bottom of the page that shows normally, the number of page, the foot of page as well as the hour accommodates it for date and.

- Write the text: " Company's name".

Insert an image

The company's logo is missing. Because we have no real images for company's logo, we are going to take an image from Microsoft's Office library. The image will be probably too big to be placed next to the name of the company. We will need to reduce its size and to move it beside the company's name.

- From the **Insert** menu, select the **Image** option.
- Select an image from those that are presented to you.
- Click on the image. A border will appear around the image.
- Click one of four squares that are located in the corners.
- To keep the proportions of the image while reducing it, keep a finger pressed on the left button the mouse and on the **Shift** key.

- Move the cursor inward on the image to reduce it
- When you'll have the right size for the image, release the mouse button

To move the image.

- Place the cursor inside the image.
- Press the **left** mouse button and to move the image towards the location of your choice.
- Release the mouse button.

You can add the other objects of your choice in the mask of slides. All these objects will be shown on each of the slides of the presentation.

The animation effects

It's possible in PowerPoint to put different effects of compilation on every point of the slide. Furthermore, effects of animations were added to allow you to animate the various elements that you will find on a slide. You can not only animate the text, but also the drawings and even the charts. The toolbar of the effects of animation is available in mode slide, in mode plan and in mode page of comments. It displays every time you press the  button.



This toolbar allows you to add effects of animation in conformance with the slide.

She allows you also to add effects to the text or to choose among some predetermined effects. You can also change the order of presentation of the effects or to personalize the effects on each of the objects of the slide.

The exercise that follows consists in putting an effect of animation in the text as well as in the drawing. Then, look how it's possible to personalize the effects for your needs. Before putting effects of animation, it's necessary to create a new slide that will contain three elements: the title of the slide, the text of the slide and the rectangle.

It's first necessary to create a new presentation that will contain these three elements.

- From the **File** menu, select the **New** option.
- Under the **General** tab, select the **New presentation** option and press the **OK** button.
- From the list of the pagination of the available slides, select the second, lists in format, and press the **OK** button.
- Click on the box of the title of the slide.
- Write the following text: " **The effects of animations** ".
- Click on the text box of dots.
- Write " apply to the titles " and press the **Enter** key.
- Write " apply to the text " and press the **Enter** key.
- Write " apply to drawn objects " and press the **Enter** key.

- Write " apply even to charts ".
- Click outside of the text box.

If the Drawing toolbar of is not shown in the screen...

- From the **View** menu, select the **Toolbars** option.
- From the list of the available toolbars, select the **Drawing** toolbar.

- Select the button for the creation of a rectangle .
- Below the text, make a rectangle.

There are now all the necessary elements to continue the exercise. The next part consists in putting an effect of animation in the title and in the text of the slide. An effect of animation will be added to the rectangle from the menu to personalize the effects of animation. This option will be explained farther on this page.

Give an animation to the title

To put an effect of animation on the title of the slide:

- Click on the title box of the slide.
- Click one of the effects predetermined by the animations toolbar.

Or

- Press the  button to add an effect of animation in conformance with the slide.

The figure " 1 "  will appear in the box of the toolbar of the effects of animation. This is to indicate that the title will be the first full of life element of the slide. During the presentation of this slide, the title of the slide will display with the animation that you chose. The elements of the slide that have no effects of animation or compilation (text) will be shown before those that have effects of animation. Those that have an effect of animation are going to appear in the order that you determined. You can verify and change the order of view of the elements of the slide from the menu to personalize the effects of animation.

Give an animation to the text

To put an effect on the text of the slide:

- Click on the text box of the slide.
- Select one of the effects predetermined by the toolbar of the effects of animation.

Or

- Press the  button to add an effect of animation to the text of the slide.

The number " 2 " will appear to indicate that this text will be the second element of the slide that will appear with an animation. Because it's about a text box and because there are several points, at the time of the presentation, each of the points will appear in his turn with the same effect of animation as you had chosen. This

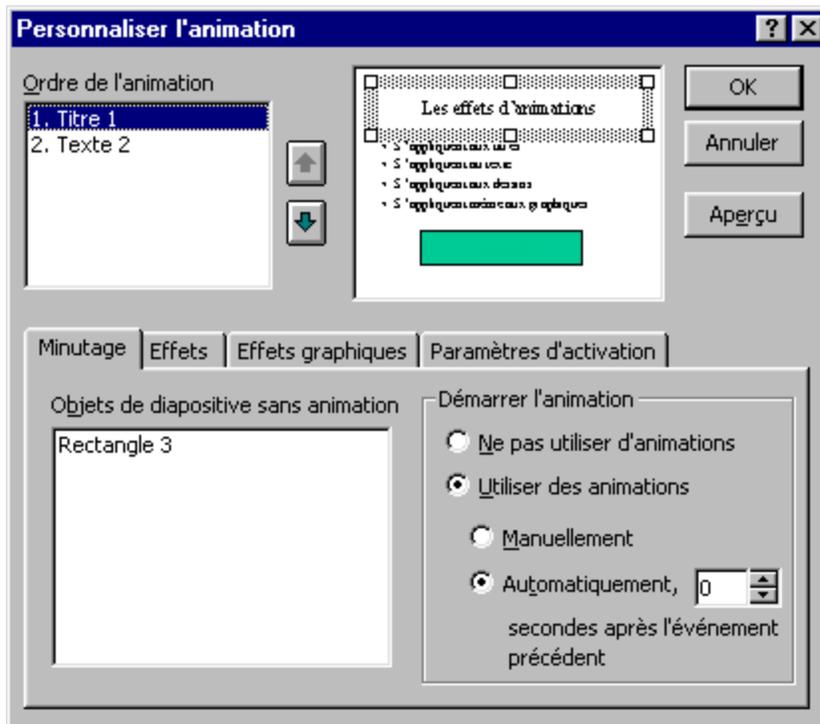
gives the same effect as the effect of compilation. So, the public can only see the text that appears to the screen and not the following points.

Personalize the effects of animation

The toolbar of the effects of animation does not give you access to all the possibilities; only the most popular. It's possible to have access to a bigger list of effects and control on these by personalizing these effects.

● To personalize the effects of animation of a slide, press the  button.

The following window will appear.



This window offers you all the options to personalize the effects animations on all the elements of your presentation.

In the box in the upper left corner, meets itself a list of all the elements of the slide that have an effect of animation. The elements that have no effects of animation you will find in the list of objects without animation under the Schedule tab. Arrows pointing upward and downward just in the right-hand side of the box, allows you to change the order of the effects of animation.

- Select an element of the list of elements having an effect of animation.
- Press the arrow pointing upward or downward to change the order of presentation of the selected element.

In the right superior corner of the window, there is a representation in miniature of the slide. It's possible to have a preview of the effects of all the objects of the slide. This is to avoid leaving you this window then to enter mode slide show to see the presentation and then to return to bring so necessary correction.

At the foot of the window, there are four tabs that control the options of the effects of animation. Those that you most often go to use you will find under both first tabs.

● Click on the **Schedule** tab.

Under this tab, you can activate or deactivate the animation effects on the various objects of a slide. As you can see it on the previous image, the elements of title and text of the slide have each an effect of animation. The next part consists in putting an effect of animation in the rectangle of the slide.

● From the list of objects without animation under the **Schedule** tab, select the Rectangle element.

● From the lower right corner of the window, select the **Use animations** option.

● Select also the **Manually** option.

The option Manually indicates that you should owe, click the mouse button or press the **Enter** key, PageDown or spacebar to show the element with the effect of animation that you chose. If you select the option automatically, you should also indicate the number of seconds when you want that the element appears after the previous element. You can put the value 0. This means that there is not of periods(delays) between the previous animation and the next.

To remove an effect of animation from an element of the presentation:

● From the list of the order of the animation in the upper left corner of the window, select the element from that you want to remove the effect of animation.

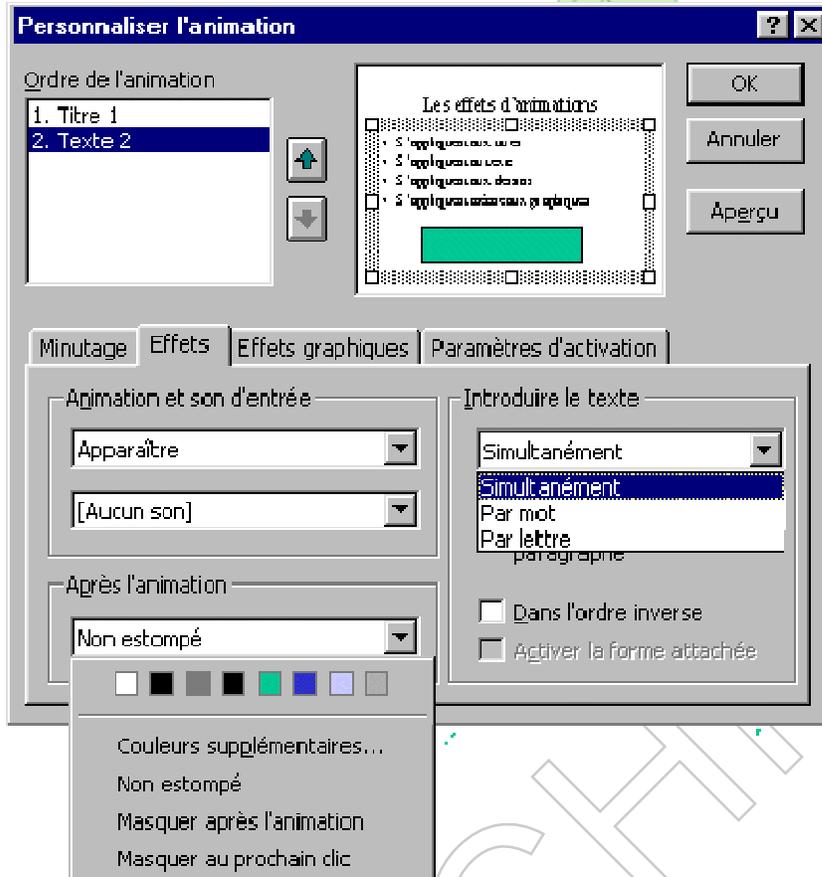
● Click on the **Schedule** tab.

● In the lower right corner of the window, select the **not use animations** option.

● Click on the **Effects** tab.

● For this exercise, select the **Text 2** element of the list of the order of animation.

Under this tab, you have a list of the possible effects of animation. If your computer is equipped with a card of sound, you can also add a sound effect during the animation. Later, the animation, it's possible " to shade off " the point.

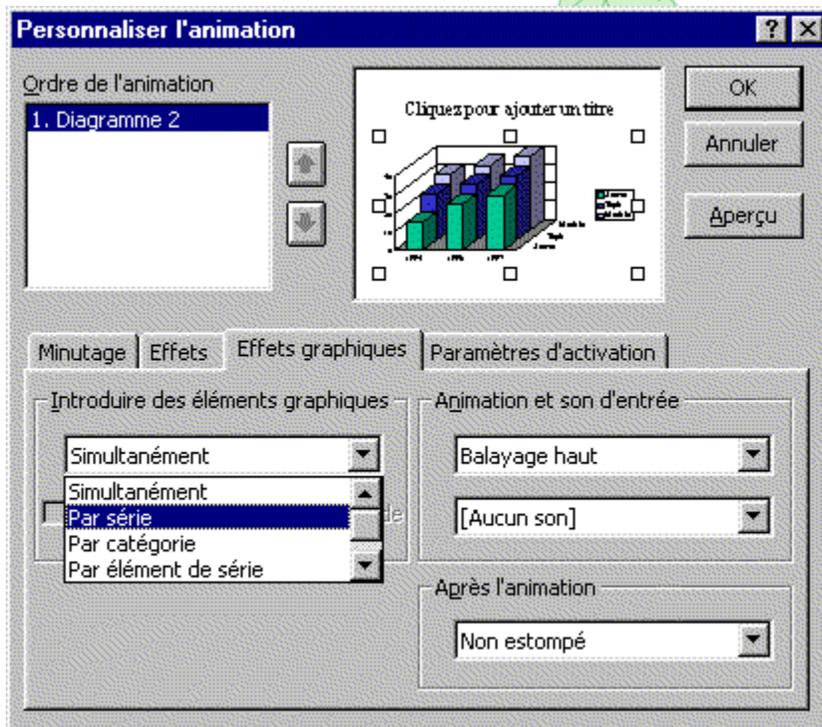


In the first box, you can determine some type of animation for the selected object. You can notice that the list of the effects is much longer than that of the toolbar of the effects animations. In the second box, if your computer is equipped with a card of sound, you can add a sound with the effect of animation. The option **After the animation** allows to change the color or same to hide the previous points. This technique was called first **To shade off the point**. It consists in removing the bombast on the previous points of the slide to save it on the point about that you speak at this moment. One uses generally a more pale, more grey color, that gets closer more to the thorough color of the slide to shade off points.

In the right-hand side of the tab, there are the other options for the presentation of the text. PowerPoint allows you to have an effect of animation that applies to a complete line (simultaneously), word by word (By word) or letter by letter (By letter). Generally, it's better use the option Simultaneously. Although the others are interesting, it's too much animation for a presentation. never forget that the important is the contents of your presentation and not the effects that you add it.

It's always possible to you to have a foretaste of the presentation of the current slide by pressing on the **Preview** button.

● Click on the **Chart Effects** tab.



This tab is only available when you have a chart on the slide. It's also possible to animate (stimulate) a chart. You can show the data at one go (Simultaneously) by series or category. It's also possible to show by element of series one after the other to explain in detail the chart. This option can be interesting if it's about a small chart with only some points. Nobody wants explanations on a chart having more than 4 or 5 points.

Still here, it's possible to put various effects of animation. But it's the same for all the chart. The options to add of the sound and to shade off the data are also available.

PowerPoint - Page setup and printing

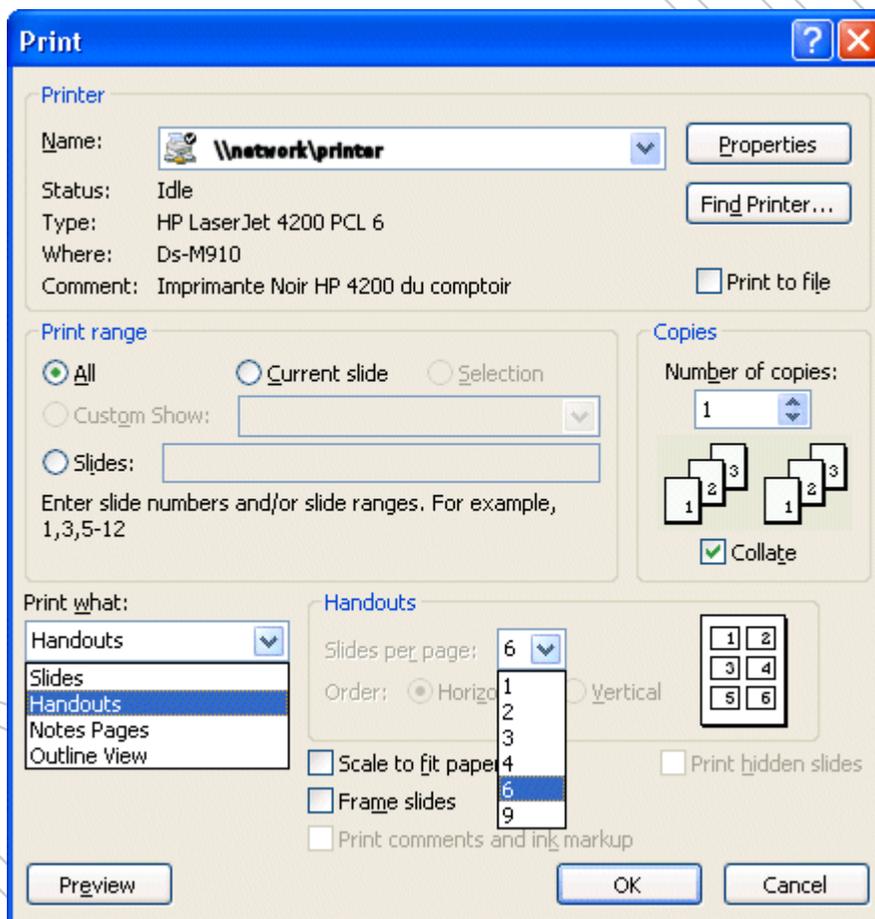
[Printing](#)
[Page Setup](#)

Printing

You can print in any mode, except the mode slide show, by pressing on the  button. This would print slides, plan of the presentation or pages comments of your presentation according to the mode in that you are at the time of pressing on the button of printing. PowerPoint offers you also several options for the printing.

● From the **File** menu, select the **Print** option.

The following window will appear.



Of the list of the box To print, you can determine any possibility that PowerPoint offers you. You can print slides, pages comments, the plan of the presentation. It's

possible to print 2 , 3 or 6 slides on the same page. It's a good option during the preparation of the presentation or to summarize your presentation.

In the first box, you can select the type of printer. If to work you in a company, it's possible that you have access to several printers, that it's in black and white or in color.

● If possible , select the printer of your choice.

Below the choice of printer, it's possible to determine that will be the vast of your printing. You can print all the slides of the presentation or select some of it or even the only one. It's the choice below the one that gives most choices of it.



Of this list, you can decide to print slides, plan of the presentation as well as pages comments of the presentation. You can even print several slides on the same page! One note about the option 3 slides by pages. PowerPoint prints three slides of highly-rated left of the sheet. Of highly-rated right, PowerPoint prints lines on that the public can write comments. These members can ' serve as it for a reminder of the important points mentioned during the presentation.

It's easy to ask to PowerPoint to print several copies. It's just necessary to change the figure of the box "Copies". There are also the other interesting options.

- Black and white** Print in black and white including several tones of grey.
- Black and complete white** Print in black only; no tone of grey.
- Put on the scale of the sheet** Very important for an printing on a printer with needles (matrix dowry). Adjust the slide to take advantage of all the space of the page.
- Frame(supervise) slides** Puts a border around the slide.

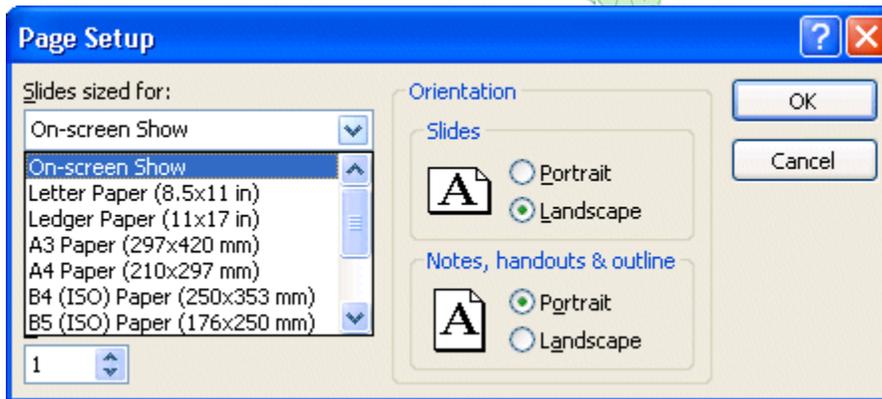
Be careful!

Before printing, make sure to have the right page format. Normally, it's the " US Letter " (8 ½ X 11) format.

Page setup

The pagination that you use depends on the kind of presentation that you go to make. Is it a presentation on a computer or a on paper? If your presentation is given onto a screen of computer, select the " View on the screen " option. If your presentation shown is in the form of report, select a paper format that's appropriate. In North America, the page format of paper is the US letter or US Legal.

- From the **File** menu, select the **Page setup** option.



It's also possible to number pages. You can change the number of departure of your presentation. For example. You want to insert some pages into a report that you prepare. Instead of your pages are numbered from 1, you can change this number your choice.

The pagination allows you also to change the orientation of your slides and your pages comments separately.

- When you'll have chosen the options that correspond to your needs, press the **OK** button.

PowerPoint - Presentation advice

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General information

Here are the stages to be followed for a presentation.

- Accumulate all the necessary material for the presentation; much more than necessary. You have to be ready for just about anything and everything.
- Prepare the presentation in the software. The presentation should be "well done".
- Prepare to give the presentation; get ready, equip yourself with material, prepare the premises of presentation.
- Give the presentation.
- Take as much feedback as you can from the public; to be better prepared for the next presentation.

Here are the main reasons for a presentation are to inform, to persuade or for a call to the action. It's *not* to distract. Use additional objects such as a chart, a drawing, an animation to *improve* the understanding of the message.

The first question to ask after having agreed to give a presentation is to know how much time is assigned to you. This will largely affect the kind of presentation that you will be able to give and how you prepare for it.

Begin with the end. Give your conclusion and take the rest of the time to explain it. Don't forget a reminder at the end of the presentation.

The text of slides consists of keywords. It's up to you to explain them and to give them meaning.

Read the tricks offered to the opening of the PowerPoint program. They can help improve your presentation and avoid some traps.

Do not overload a slide. The audience should be capable of finding quickly the main point of the slide. Be clear and precise. What's important is your presentation and not the special effects that you could add to your slides.

- ❑ If need be, give a reminder document of the presentation. Do it at the end. Otherwise, everybody will have read your presentation even before you start.
- ❑ Be consistent ! Use the same presentation format, the same type of characters in the same size throughout your presentation. This facilitates the reading of your text for the audience.
- ❑ It's possible to look for and to replace a word.
Ex: The advantages for the company X of your morning presentation can quickly become those of the company Y for that for the afternoon. Use the replace option in the **Edit** menu.
- ❑ The kind of equipment, premises and preparation for the presentation varies according to the size of the group to that you go to present. There are three categories: from 1 to 3 persons, from 4 to 25 persons and 25 and more.

The presentation

- ❑ Do not put more than 6 points per slide for dot lists.
- ❑ Before presenting, use the spelling option under the menu Tools. You could avoid some embarrassing errors.
- ❑ The main title of the slide should be on a single line. Limit yourselves to a maximum of 5 in 7 words for the title.
- ❑ The subtitle is a summary of the slide and can several times take more than a line.
- ❑ To end the presentation gently, add a black slide at the end of the presentation. So, when the slide show ends, you'll not return to slide mode.
- ❑ At the beginning of the presentation, inform the public if you prefer to be interrupted for questions during the presentation or that you prefer to receive questions at the end of it.
- ❑ At the beginning of the presentation, inform the public if you prefer that it asks questions during the presentation or later in a question period or Q&A. For a big group, it's better have a more formal tone. The Q&A phase is preferable for small groups. But I followed an excellent presentation with 400 people that had a Q&A period at the end.
- ❑ Be honest. If you don't have the answer to a question, say it at once. If the person wants this data, you can contact them later with the answer.
- ❑ Give the time to the public to take notes.
- ❑ Vary the tone of the voice on the important points of your presentation or according to the presented material. Don't put too much of it!

Technical aspect of the presentation

✦ As soon as you know that you'll have a presentation to give, to visit the place of the presentation. Inquire on the availability of the premises and the available material. Maybe they have resources that you would not have imagined such as of the special material for the presentations. Ex: video, huge screens, projectors for computers etc. Is there a technical representative on the spot to help during the installation of the equipment? Is the premise comfortable for the presentation? Is everybody capable of reading comfortably the text of your presentation? Even from behind of the room or hall ?

✦ Before the big day of the presentation, take the time to reserve the premises with all the necessary equipment to practise your presentation. It's the moment to verify some points. The persons in the heart of the premises can read the text projected on the huge screen? Is the font used make the texte difficult to read ? Will the people be capable of hearing you at the end of the room?

✦ Make the settling of the slide show on the computer that will be used for the presentation. This precaution allows to discover some possible technical problems.

✦ Assure that the font is big enough to be legible even from behind of the room used for the presentation. Is you can't reserve the room before presentation day, try this. Print your presentation. The text should be legible when you hold the page at arms lenght.

✦ Even with all these preparations, make sure to have a contingency plan. If the computer or the projector is defective, you can also have transparent slides in case of major difficulty. At best, you can rent a computer for the period, install your presentation software, install your presentation and still be ready in time for the public.

✦ Make a security copy of your presentation: on floppy disk, on LS-120 disk, Zip drive or flash memory. Some presenters even placed a copy of their presentations on Web or copy of their document on the Internet. So that, the presentation is also available from any computer connected to the internet.

✦ Bring a power bar to protection against power surges and static electricity. This is really not the time to lose your computer. An extension cord also!

✦ Remove the screen saver before giving the presentation. It's not the time to pop in during the presentation.

Colours

✦ Try to have the best possible contrast between your text and the back of your presentation.

✦ For 35mm slides, it's better to have a back plan sinks.

✦ To have the best possible effect, use 2 or three colors for the slide.

✦ Do not use the red or green colors to put of the accent on a word or on an object. Between 10 % and 15 % of the population have difficulty differentiating these colors.

Fonts

- ✚ Use a single font: Helvetica, Times...
- ✚ Use the size of the font and the effect such as to put in bold or in italic to add of the bombast. Use a font without sérif for a better legibility.
Ex: With sérif T without sérif T
- ✚ Don't write a text in capital letter. Use capital letters only for the first letter of a sentence.
- ✚ You can put a little spine by changing the font for a special effect. Don't reuse this font at any other time; only one or two times during your presentation.
- ✚ The white and yellow color are the best for the text.

Charts

- ✚ Put of the accent on the part of the chart that should interest the public by using a more brilliant color, a pattern that pricks the interest or by easing the other data.

[Chart in example of the point]

- ✚ You can carry out a rotation of the chart on the three dimensions to give the best effect to the chart.
- ✚ Add a back plan to the chart instead of with a white bottom.
- ✚ Add an image to the chart that helps better to interpret the result of the chart. Ex: An arrow pointing upward to demonstrate an increase of the profits.

Problems to be avoided

- ✚ Use the K.I.S.S. rule (Keep It Simple Stupid). Use simple terms targeted for the public.
- ✚ Avoid putting too many objects on a slide. Add an object, or a text, if it helps the undstanding of the main point. The main objective of any presentation is that the message is clear and be well understood by the audience.

Now that the presentation is ready, are you?

- ✚ Set time aside for practice. Once that's done, ask a charitable soul to listen you. Then, ask for a constructive criticism on your presentation. Ask that are the key points as well as the weak points. Who was badly understood? What needs polishing or revision?
- ✚ If you can organize it, save your presentation on video. You can revise your presentation yourself:
- ✚ Do you often reuse the same words?
- ✚ Are your explanations understandable?

- ✚ Is your voice clear?
- ✚ Is your body in a steep or abnormal position?

- ✚ Don't learn by heart your presentation. It becomes quickly evident to the public that you are reciting a text. The assembled persons will lose interest and fall fast asleep. Base yourselves on subjects and points to be covered.

- ✚ Nothing in your hands. Nothing in your pockets. And especially not your hands in your pockets!

- ✚ Be interested in the subject, it's contagious! Especially if the subject is well explained in terms that the audience understands.

- ✚ Prepare a small sheet of paper with points to cover. There should not be between 10 and 15 words to cover your presentation completely.

- ✚ You should again get ready. Master all the material that you have to cover. Even if your presentation should be that a fly-by on a subject. You can go further if there's an inquiry on a particular point, or to bring some clarifications on a point. This implies also a gather more data than to just cover the bases on the subject. You should become an expert of it.