

# Electronic Presentation Development & Delivery

A suggested way to develop and present your electronic presentation.

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1. Write out the full text of the information you want every to receive,
2. Organize the presentation in chapters like a small book.
3. Choose one concept per slide. Use the Presentation Planner for this step.
4. Design the overall presentation and color scheme with the master slides.
5. Place words on each slide.
6. Add graphics to the slides.
7. Reduce the number of words on each slide.
8. Finish the handouts from step 1.
9. Check the slide design using the process that follows.
- 10 Add any animations or transitions.
11. Print out the slides for your presentation notes and number each slide.

## Slide Design Check

- Use the light table view to check the consistency of the slides
- Use the outline view to check the words
- Use the slide view to check that each slide conveys your point correctly

## Presentation

- Watch the audience during transitions
- Show your expertise & don't read from the slide
- Know how to switch between monitor and projector on your computer
- Use a remote mouse
- Stand to the screen's left from the audience's view
- Have a printed copy of slides with numbers. Jump to a slide by simply entering the slide number.
- Most slides have no transitions

## Chapters

- Divide presentation into chapters
- Slide introduces each chapter
- Use summary slide at chapter end

## Tips

- If more than 3 listed items, number them rather than use bullets to improve comprehension.
- You can "hide a slide" that you do not want to show but would like to keep in the program to use another time.
- The "B" key will make the screen go and black. Pressing the "B" key a 2<sup>nd</sup> time will return to the slide.