

# 'Power'ful PowerPoint Presentations

Gayle Gilmore RN, MA, MIS, CIC

Sponsored by Trainer's Resource for Infection Control [www.trainers-resource.com](http://www.trainers-resource.com)

## 'Power'ful Presentations

Hosted by Paul Webber  
[paul@webbertraining.com](mailto:paul@webbertraining.com)  
[www.webbertraining.com](http://www.webbertraining.com)

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## Duluth Minnesota

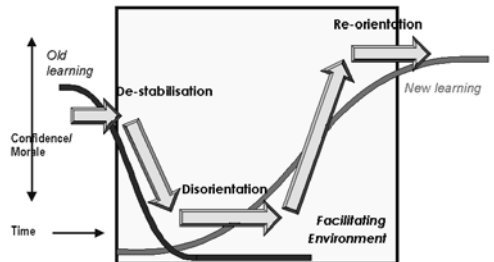


## Powerful Presentations

The learner will be able to:

- ♦ Meet unique needs of adult learners;
- ♦ Prepare a PowerPoint program;
- ♦ Produce effective PowerPoint slides.

## James Atherton Adult Learning Theory Additive vs Supplantive Learning



## "Absolute PowerPoint"

Ian Parker  
New Yorker 5/28/2001

"There are tracts of corporate America where to appear without PowerPoint would be vaguely pretentious, like wearing no shoes."

## Overheads vs Powerpoints

- ♦ Over vs through a bright light
- ♦ Reading is still awful
- ♦ Advantages of powerpoint
  - In order
  - Consistent look
  - Easily edited



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## "Presenter"

- ◆ 1981 - 1987
- ◆ Bob Gaskins,
- ◆ Renamed PowerPoint
- ◆ Macintosh application only
- ◆ Black & white only
- ◆ Cathleen Belleville - Screen beans



## PowerPoint 1

- ◆ Microsoft purchases for \$14 million
- ◆ Other applications
  - Harvard Graphics
  - Lotus Freelance



## PowerPoint 3.0 - 4.0

- ◆ Microsoft Office
- ◆ Other products
  - Word Perfect
  - Quattro Pro
  - Draw Perfect
  - Harvard Graphics



## PowerPoint 97

- ◆ Microsoft dominant
- ◆ Electronic presentations
- ◆ Autocontent added
- ◆ "Documentation free"



## Office 2000

- ◆ PowerPoint 2000
- ◆ 30 million PowerPoints daily
- ◆ 11 billion/year



## White Space

- ◆ Allow plenty!

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## Font Size

**72 Point**

36 Point

24 Point

## Font Selection

36 pt Helvetica

36 pt Times

36 pt Arial Narrow

## Color

Owl

Owl

Owl

Owl

## Color

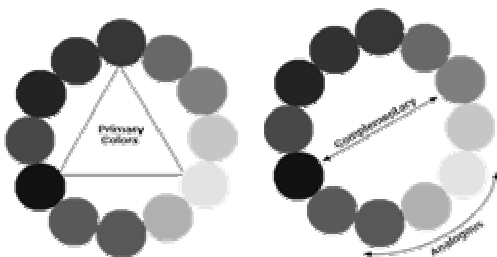
Owl

Owl

Owl

Owl

## Color Wheel



## Presenter vs PowerPoint

- ◆ PowerPoint can't overcome a poor presenter
- ◆ Know material inside and out
- ◆ Don't need everything on the slide
- ◆ If you say, "you might not be able to see this. . . .", skip it!

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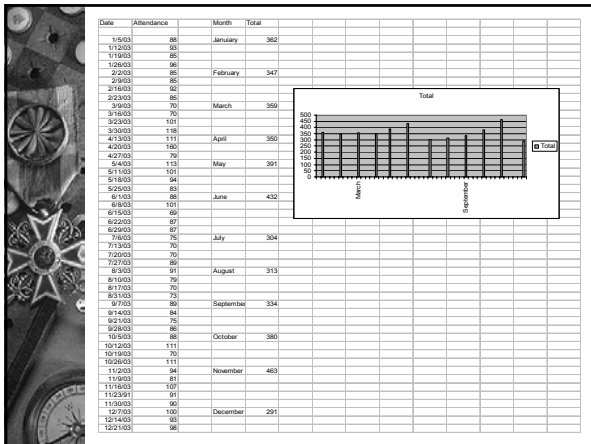
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## Presenter vs PowerPoint

- ◆ You can blank the screen
- ◆ Difficult concepts easier
- ◆ Little animation
- ◆ Know where your slides are



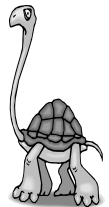
## Presenter vs PowerPoint

- ◆ Want discussion?  
Controversy on the slide
- ◆ Check compatibility



## Design Choices

- ◆ Less is more
- ◆ Don't crowd
- ◆ Divide into several slides



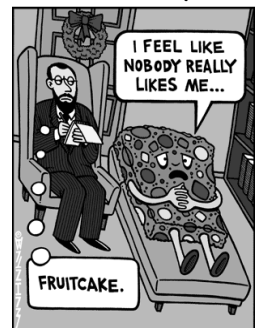
## Use Images Judiciously

- ◆ Helpful
- ◆ Irritating
- ◆ Small becomes large
- ◆ Poor quality is more noticeable



## Images are Secondary

- ◆ Colorful
- ◆ Add information
- ◆ Clarify information
- ◆ Clear association



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## Poor Quality

- ◆ Becomes worse with enlargement



## Finding Images

- ◆ Clip Art
- ◆ Clip Art on Line
- ◆ Purchased Packages
- ◆ Snag-It
- ◆ Internet
- ◆ Scanning
- ◆ Digital Camera



## Finding Images

- ◆ Trainer's Resource for Infection Control  
[www.trainers-resource.com](http://www.trainers-resource.com)



## Trainer's Resource

- ◆ Disc 1 - Prepared Presentations and Powerpoint Slides
- ◆ Disc 2 - Image Library
- ◆ Booklet
  - Adobe Acrobat
  - Powerpoint Files
  - Create new slides
  - Image library



## APIC Recommendations

- ◆ Fewer than 6 words down
- ◆ Fewer than 6 words across
- ◆ 3 slides per page with lines for notes
- ◆ Number and initial all pages

## Have you seen this?

- ◆ Once a person starts adding text to a slide, there seems to be no end to the information that they decide to include. Not only is difficult to read, but then often the presenter reads it to you from the from the screen. Sometimes even with their back to the audience. It is not necessary to include all the information on the slide. Really.

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## 10 Rules for PowerPoint

Robert Morgan

1. 'Never' use PowerPoint Background
2. Never use too much text (less is more)
3. A picture is > than 1000 words

## 10 Rules for PowerPoint

4. Avoid too many animations
5. Avoid distracting sounds
6. Give your message. Interact. Create.
7. Do whatever to make your PowerPoint unique

## 10 Rules for PowerPoint

8. Know your purpose and audience
9. Practice to make sure things work
10. Be sure your equipment is set up and working.
  - Be sure your equipment is set up and working.
    - Be sure your equipment is set up and working.
      - Be sure your equipment is set up and working.
        - Be sure your equipment is set up and working.



Questions?



- ♦ And then -
- ♦ Build a new powerpoint!



 Department of Health and Human Services  
Centers for Disease Control and Prevention



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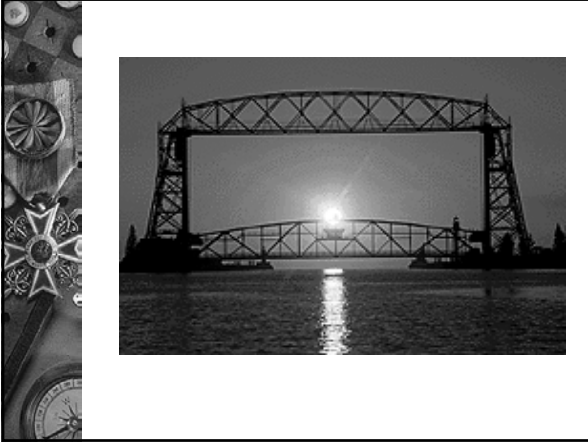
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