

VISUAL AIDS / POWERPOINT



On Your
FEET ●
present • pitch • persuade

VISUAL AIDS

Visual aids include flipchart, whiteboard, props and PowerPoint.

In slides – **More Is Less.**

”

Of all of our inventions for mass communication, PICTURES still speak the most universally understood language.

~ Walt Disney



POWERPOINT BEST PRACTICE

DO...

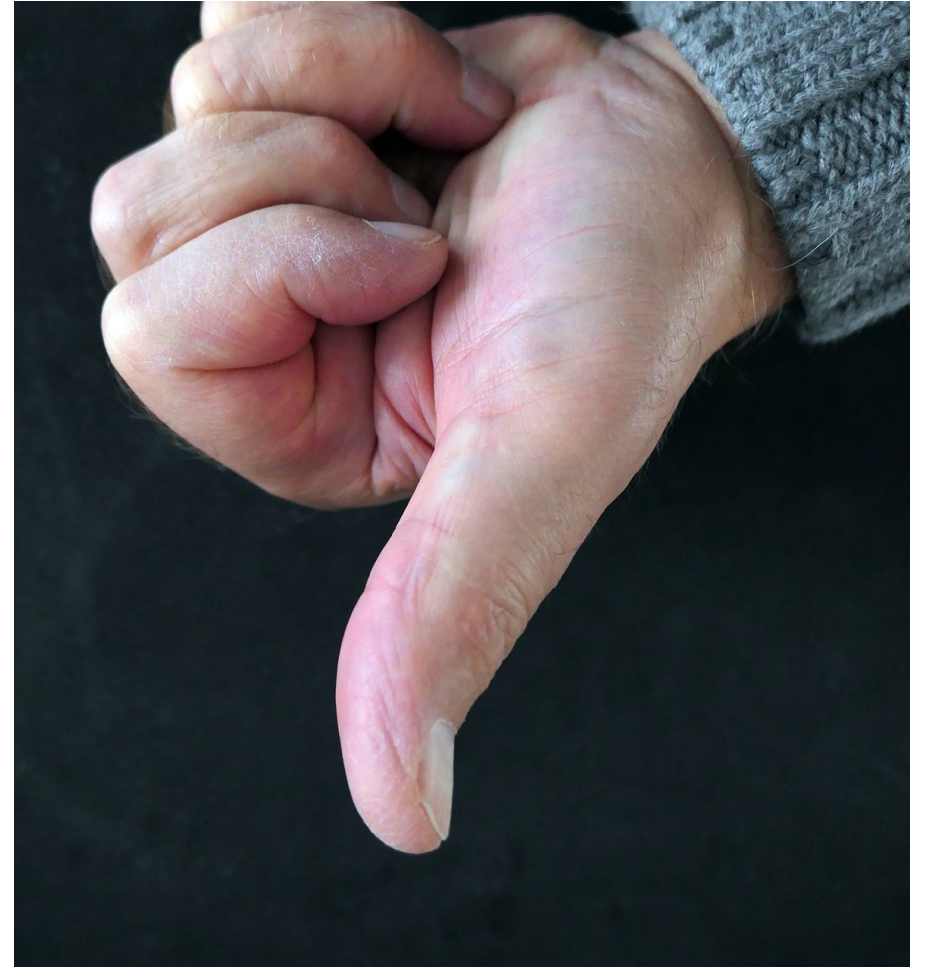
- ✓ Ask yourself “Is this slide necessary?” If not – ditch it
- ✓ Avoid speaking to slides
- ✓ Remember 6 x 6 rule – Max 6 words per line & 6 bullets per slide
- ✓ Use reveal & hide– press B during slide show
- ✓ Remember 10, 20, 30 – 10 slides for 30 mins, minimum font size 30
- ✓ Include Videos, charts, pictures
- ✓ Use props as visual aids
- ✓ Remember YOU are the message – your slides are only an aid



POWERPOINT BEST PRACTICE

DON'T...

- × Read from the slides
- × Use smaller than font size 30
- × Use text where an image or graphic will suffice
- × Mix font sizes and colour
- × Forget – have 2 versions (1 for the slideshow and 1 as a hand-out)
- × Have text at bottom of slide (may not be visible from back)
- × Ignore the spell check ☺ - print in outline and read for sanity
- × Forget that More is Less!



CONSIDERATIONS FOR VIRTUAL POWERPOINT

DO...

- ✓ Keep slides simple and clean
- ✓ Use photos of people to simulate an audience
- ✓ Use the pen tool during slideshow to annotate the presentation
- ✓ Have more frequent on-screen changes
- ✓ Use larger fonts
- ✓ Have plenty of white space
- ✓ Use high-contrast colour designs
- ✓ Use props as visual aids



SLIDESHOW TIPS

Please note you **must be in the Slideshow** for the keyboard shortcuts to work

To do this	Press
Change pointer to a laser dot	Ctrl+L
Change pointer to a pen	Ctrl+P
Change pointer to a highlighter	Ctrl+I
Change pointer to an arrow	Ctrl+A
Change pointer to an eraser	Ctrl +E
Go to slide number	number+Enter
Display a blank black slide, or return to the presentation from a blank black slide	B or Period
Display a blank white slide, or return to the presentation from a blank white slide	W or Comma
Erase on-screen annotations	E
Go to the next slide, if the next slide is hidden	H
Hide the pointer and navigation button immediately	Ctrl+H
Hide the pointer and navigation button in 15 seconds	Ctrl+U
View the All Slides dialog box	Ctrl+S
View the computer task bar	Ctrl+T
Zoom in	Right click – click Zoom

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