Presentations

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[Video](https://linnbenton.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=4f2aa98c-f4d9-4183-9dc8-b01b017e7cb9&start=0)

[Slide Deck](https://docs.google.com/presentation/d/1yK89ZR155qeETeihqmqrXkcYmkIgFDFB-vjVcqW6MOM/edit?usp=sharing)

# Goals

In this presentation, we will explore how to create a professional presentation using a slide show.

# Readability is Key

Slides should be readable. You will want to consider an audience viewing your slides from a distance. The presentation programs, such as Google Slides, Powerpoint, and Prezi, will have default fonts and font sizes. Be careful when changing these, making sure that you choose one that is easily readable, not distracting, and appropriately sized. As a guideline, use a sans serif font, and use 32-point for the titles on the basic slides, and 18-point for the main text portion.

When choosing a background color for your slides, consider the environment that the slide show will be viewed in. If the lights will be dimmed in a large room with a projection of the presentation, use a white or light background to draw attention to the slides and not make the room too dark.

Example slides

# Less is More

Limit the amount of information you put on each slide. You do not want to have a cluttered, crowded slide. You should spend about one minute on each slide, so if you have too much on one slide, consider breaking it up into multiple slides. Also, make sure you do not have every word of your presentation written out on the slides. You want key words and phrases that will guide your audience through the presentation.

# Similarity is Best

When it comes to color, choose carefully. Do not use too many colors. It is okay to have one or two colors that tie the presentation together. You do not need more than that. It can also become distracting when you use multiple colors on different slides to the point where the presentation looks disjointed.

Lists should also be similar. If using a list, consider bullet points or numbers, and keep the wording parallel, that is, use the same grammatical pattern for each point.

# Visual is Optional

Notice how on this slide, the list is bulleted and uses a verb at the beginning of each point.

Choose images carefully. It is okay to not have an image if you do not need one or cannot find an appropriate one for a particular slide. Instead, use images only when they will add to what you have on the slide or when you need an image to demonstrate something you are presenting.

# Video

For more about creating professional presentations and seeing these principles in action, let’s watch this video.

# Conclusion

Although we cannot take away the nerves of presenting, hopefully, you feel more comfortable in creating your slide presentations.