

# PowerPoint

What is PowerPoint?

Software used to enhance presentations. It is a visual aid. It is NOT the entire presentation. It is used to summarize information, display images to help convey a point, movies can also be embedded.

Common misconceptions about PowerPoint and its use:

- Keep the amount of text to a minimum. Do NOT write paragraphs – use bullet points. The bullet points should be specific, summarizing what the speaker is talking about.
- Keep on topic (in the presentation).
- Use colour or other formatting techniques to draw people's attention to VERY important information.
- **DO NOT read your presentation to the people. This is insulting their intelligence, and MOST will find this offensive.**
- Use appropriate fonts – large, sans serif. People at the back need to read your presentation as much as the people at the front.
- Be consistent in the use of colour, transitions between slides and the appearance of text on slides.
- The expression “There is no such thing as too much” is FALSE. You can have too much text, too many images, too many colours, too many graphics, too many movie clips. These are DISTRACTING, and actually hurt your presentation rather than enhance it.