

appendix  
**Using PowerPoint**

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## Using PowerPoint

- Go beyond traditional visual aids
- Use to enhance message
- Plan carefully
- Less is often more

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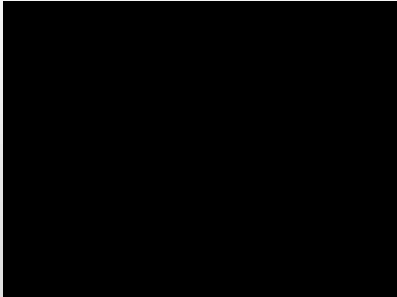
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## Planning to Use PowerPoint



(click above to play)

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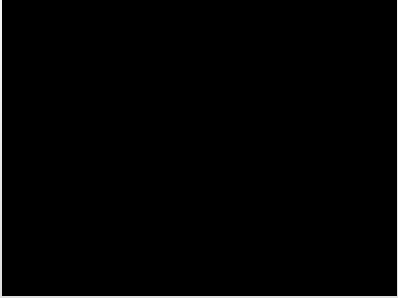
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**Planning to Use PowerPoint**



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**Formatting Slides**

- **Color**
- **Text**
- **Fonts**
- **Images**
- **Space**
- **Animation**

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**Color**

- **Limited number**
- **Consistent**
- **Readable contrast**

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## Text

- Brief
- Simple
- Clear

**Mystery of Easter Island**

- Coast of Chile
- Discovered April 5, 1722



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## Tips for Fonts

- Easy-to-read
- Avoid ALL CAPS
- Maximum of two
- Same on all slides

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## Fonts

Ineffective	More Effective
<b>MAJOR CLASSES <i>of</i> WINE</b>	<b>MAJOR CLASSES OF WINE</b>
Appetizer <i>wines</i>	Appetizer Wines
<i>Table Wines</i>	Table Wines
Dessert Wines	Dessert Wines
<b>Sparkling Wines</b>	Sparkling Wines

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## Tips for Images

- Large enough
- Simple, clear
- Title
- Copyright information

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## Spacing

- Balanced
- Pictures, text work together
- Uncluttered

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## Ineffective Spacing

### Mystery of Easter Island

- Coast of Chile
- Polynesian triangle
- Discovered April 5, 1722
- Rapanui people
- "Moai"



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## Effective Spacing

### Mystery of Easter Island

- ▶ Coast of Chile
- ▶ Discovered April 5, 1722



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## Animation

- Only when necessary
- Limited number
- Consistent across slides

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## Using Animation

Ming Dynasty



- 1368-1644 A.D.
- Zhu Yuanzhang



(click above to play)

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### Delivering with PowerPoint



- Recheck slides
- Know slide show commands
- Practice with PowerPoint

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### Delivering with PowerPoint

- Display only while discussing
- Check room, equipment
- Have backup plan

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### Timing PowerPoint Slides



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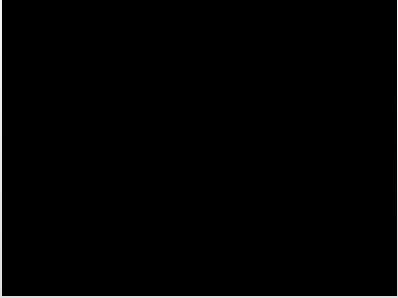
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**Sample Speech**



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