

Lessons 2.1

1. HOW CAN YOU MAKE A GOOD PRESENTATION EVEN MORE EFFECTIVE?

Don't read your presentation straight from the slides

If your audience can both read and hear, it's a waste of time for you to simply read your slides aloud. Your audience will zone out and stop listening to what you're saying, which means they won't hear any extra information you include. Instead of typing out your entire presentation, include only main ideas, keywords, and talking points in your slide show text. Engage your audience by sharing the details out loud.

i. Follow the 5/5/5 rule

To keep your audience from feeling overwhelmed, you should keep the text on each slide short and to the



point. Some experts suggest using the 5/5/5 rule: no more than five words per line of text, five lines of text per slide, or five text-heavy slides in a row.

ii. Don't forget your audience

Who will be watching your presentation? The same goofy effects and funny clip art that would entertain a classroom full of middle-school students might make you look unprofessional in front of business colleagues and clients. Humor can lighten up a presentation, but if you use it inappropriately your audience might think you don't know what you're doing. Know your audience, and tailor your presentation to their tastes and expectations.

iii. Choose readable colors and fonts

Your text should be easy to read and pleasant to look at. Large, simple fonts and theme colors are always



your best bet. The best fonts and colors can vary depending on your presentation setting. Presenting in a large room? Make your text larger than usual so people in the back can read it.

Presenting with the lights on? Dark text on a light background is your best bet for visibility.

iv. Use the principle of contrast



This principle is the standard principle.

White is to black; big is to small.

Bright Text, Dark Background or vice versa

Major highlight versus minor highlight

v. Use animations sparingly to enhance your presentation

Don't take the last tip to mean you should avoid animations and other effects entirely. When used sparingly, subtle effects and animations can add to your presentation. For example, having bullet points appear as you address them rather than before can help keep your audience's attention.

vi. Lkjkl

vii. **Apply the 10-20-30 RULE in PRESENTATION**

viii. Go to Insert or Display

ix. Choose Page number

x. Position your page number either to the top or bottom

2. **Apply the 10-20-30 RULE in PRESENTATION in REPORT or MEETING**

Guy Kawasaki is a successful venture capitalist who has been writing books about the trade since 1987.

A few years back, he wrote a short blog advocating a simple rule for PowerPoint presentations. He called it the 10/20/30 Rule of PowerPoint.

According to the 10/20/30 rule:

...a PowerPoint presentation should have ten slides, last no more than twenty minutes, and contain no font smaller than thirty points.

i. **The 10/20/30 rule also suggests that you use the ten slides to tackle all the topics important to your audience. For a venture capitalist, these topics are the following:**

- a. Problem
- b. Your solution
- c. Business model
- d. Underlying magic/technology
- e. Marketing and sales
- f. Competition
- g. Team
- h. Projections and milestones
- i. Status and timeline
- j. Summary and call to action

Use this list as a guide when you're trying to condense your presentations into neat, salient point

ii. **The 20 Rules**

You should be done with your ten-slide presentation in twenty minutes.

Kawasaki would often allot an hour to hear an entrepreneurial pitch, but most of the time gets lost in other things

iii. **The 30 Rules**

Kawasaki observed that the only reason people used smaller font sizes is to be able to cram huge chunks of text into a slide. In doing so, your audience may perceive that you're not familiar with the material, and that you're using the PowerPoint as a teleprompter.

The 10/20/30 rule forces you to use a larger font, so you can cut back on unnecessary details. Remember: you're the one who has to do the talking, not your PowerPoint presentation.

3. The 4P's Technique

i. Plan

☑ describe your audience and define the purpose of your talk.

☑ define the purpose of your presentation as it relates to the outcome you seek.

☑ Plan the content of your presentation around your purpose and your audience's interest and level of understanding.

ii. Prepare

☑ Establish a positive mindset and prepare the structure and timing of your presentation.

☑ Structure your presentation by centering it on a message with key points that you can back up with evidence.

☑ Prepare an attention-getting opening. Use a question, make a startling statement, or relate a relevant incident to elicit the audience's interest.

☑ Prepare a memorable close that supports your purpose and creates a lasting impression. Point your pointer to the WORDART then it will show the type of font you want

iii. Practice

☑ Review your content, rehearse and get feedback on your presentation, and build enthusiasm and confidence to present.

☑ Practice in front of a small audience or a colleague and ask for feedback on the content and style of your presentation.

iv. Present

☑ Own your subject and build rapport with the audience to hold their attention and project the value of your message. ☑ Assume the attitude of a professional in delivering presentations.

☑ Make a positive first impression. ☑ When speaking, be natural.

Sources :

<https://edu.gcfglobal.org/en/powerpoint-tips/simple-rules-for-better-powerpoint-presentations/1/>

<https://www.slidegenius.com/blog/102030-rule-powerpoint-presentations>

<https://www.slideshare.net/loydcalangan/tips-in-creating-effective-presentation>

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Lessons 2.2 Lecture and Demonstration

Creating a PowerPoint Slide

Step 1: Open Microsoft PowerPoint.

Step 2: Go to File at the top of the screen and click New. A box that says “New Presentation” should appear on the right side of your screen.

Step 3: In the “New Presentation” dialog box, click on “From Design Template.”

You may then scan through design templates and choose one that you like.

Step 4: Slide Design

Select a design template by clicking on the template you like. You may choose a different color for your template by clicking on “Color Schemes” in the “New Presentation” dialog box.

Step 5: Slide Layout

Change the Slide Layout. You may change the slide layout (how information is presented in the slide) by going to the top of the screen and clicking on

“Format” – “Slide Layout.” A box will appear on the right side of your screen (where “New Presentation” appeared) labeled “Slide Layout.” You may select a design by clicking on it.

Step 6: Adding Text

Enter your text by clicking and then typing in the box titled “Click to Add Text” or “Click to Add Title.”

Step 7: Adding Pictures

You may add pictures by clicking on the box that says “Click to add content.”

Inside that box, there will be a smaller box with six icons. Click on the icon that looks like a photograph of a mountain. A new window will open, allowing you to browse for a picture on your computer or a CD. Once you find your picture, click on it and then click “Insert.”

Step 8: Resizing Pictures

You may change the size of your picture by clicking on the picture. The picture will then have black lines around it with small bubbles or boxes in the corners. Place your mouse over the bubbles or boxes and click.

Holding the mouse pointer down, drag the picture to the size you want.

Step 9 : Inserting Music

Go to Insert and choose Audio

**Choose from your drive or the file location, insert the audio
Choose play across the slide**

Step 10 : Inserting a Video

Go to Insert and choose the Video

Choose from your drive or the file location, insert the video

**Step 11: You're Done! Wasn't that easy? Now you can do it again to make
more.**

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Activity 2.2

Instruction: Create a Power Point Presentation using PowerPoint 2010 or 2013

30 Points

Save your file on your Folder

Filename : Presentation+yoursurname

1. **Case 1: Your Boss is now a retiree . Your sin Background upervisor has asked you to make a FAREWELL presentation for your boss. She asked you to do the following:** **15 points**
 - 1.1 **Five minutes Slide Presentation of his picture**
 - 1.2 **Use Contrast in background and text**
 - 1.3 **Use Word ART**
 - 1.4 **Insert music for background**
 - 1.5 **Apply the 4Ps Principle**

2. **Case number 2: You are the assigned reporter in the class.** **15 points**
 - 2.1 **Make a presentation using the 10-20-30 Principle in making a presentation**
 - 2.2 **Insert a video**

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Lessons 2.3 Lecture and Demonstration

Adding Animation

Step 1: Open Microsoft PowerPoint.

Step 2: Go to Animation

Highlight the text and choose the animation

Step 3 Go to Animation

Click the picture in the slide

Add Animation :Entrance or Emphasis or Exit

Step 4: Slide Animation

Click the picture in the slide

Add Animation : Choose transition for the slide

Set the duration

Choose on MOUSE CLICK for MANUAL

or AFTER for continuous presentation

PRESENTATION

Step 1: Open Microsoft PowerPoint.



Step 2: Go to slide show

Choose SET UP slide show

Step 3 Fill up the following

- Resented by speaker
- Loop Continuously
- All or the number of slides (from –To)
- Use timing
- Automatic

Saving Your File

Saving you file can be in three ways

1. PPT – this is your POWERPOINT PRESENTATION – the slides that can be edited
2. PPS - this is your POWERPOINT SHOW – slides are running automatically and could not be edited
3. PDF – this is you PORTABLE DATA FILE - great for document reference

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Activity 2.3

Instruction: Create a Power Point Presentation using PowerPoint 2010 or 2013

30 Points

Save your file on your Folder
Filename : Presentation2+yoursurname

3. Case 1: Apply the 10-20-30 rule for your presentation topic

Slide one is your name with WORD ART

Slide 2 is your topic introduction Use PUSH for Transition

Slide no 3 Theme design :FACET with RANDOM BARS transition

Slide 4-6 Theme : Restrospect

Insert Related picture

Animate the picture using Entrance and Exit tool

Slide no 6- 9 : Use the Theme : Ion or ION Boardroom

Animate the TEXT for the highlight

3.1 SAVE as PPT

3.2 SAVE as PPS

3.3 SAVE as PDF on the same FILENAME

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