

PowerPoint 101

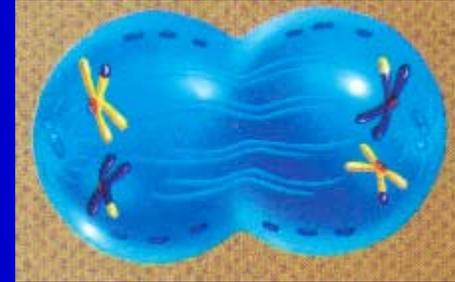
- ▶ **The “point” in PowerPoint is to convey information.**
- ▶ **Practice the 3 T’s**
 - **Tell ‘em what you’re gonna tell em**
 - **Tell em**
 - **Tell em what you told em**

Outline

- ▶ **Common Mistakes**
- ▶ **Presentation Rules for**
 - **Content**
 - **Fonts**
 - **Color**
 - **Layout**
 - **Mechanics**

Would you learn
better from the
next slide???

Cell division



Cell division is a **regulated** process:

The frequency and timing of cell division is controlled.

Cells receive signals to divide or not to divide.

Cancers result from cell division that is out of control. Cancerous cells do not respond or respond incorrectly to the control signals.

Or this one???

(go to next slide)

Cell Division

- **Cell division is a regulated process:**

- The frequency and timing of cell division is controlled.
- Cells receive signals to divide or not to divide.

- **Cancers result from cell division that is out of control.**

- Cancerous cells do not respond or respond incorrectly to the control signals.



PowerPoint Content

- ▶ **Less is More!**
- ▶ **One idea per slide**
- ▶ **Talk to your slides**
- ▶ **A picture of anything makes your slide more interesting**



PowerPoint Fonts

- ▶ Size Matters: Use size and indents for emphasis and to organize importance.
- ▶ Equal fonts and indents imply Equal importance
 - A change in font style \Rightarrow a change in subject
 - Smaller fonts \Rightarrow secondary importance

PowerPoint Colors

- ▶ Use contrasting color themes for text and background
 - Avoid BUSY backgrounds
 - Subtle differences wash out
- ▶ Bullet & text should be different colors
 - Darker colors imply secondary importance

Size and Color Examples

► Size and font style affect readability

Here's 32 point

Here's 28 point

Here's 24 point

Here's 20 points

Here's 16 points

Here's 12 points

Here's 8 points

Here's 32 point

Here's 28 point

Here's 24 point

Here's 20 points

Here's 16 points

Here's 12 points

Here's 8 points

► So so Color, Shadows, and Contrast

⇒ Try This! Try This! Try This!

PowerPoint **Layout**

- ▶ **Fill your screen**
 - **Use different bullets for different levels**
- ▶ **Keep backgrounds simple**
- ▶ **Diagrams must be legible**
- ▶ **Center the body of your presentation**

PowerPoint Mechanics

- ▶ **When your presentation will be on another machine...**
 - **Always check “Imbed True Type” when you Save**
 - **Save As “95/97” format**
 - **Avoid animations unless you know the speed of the receiving machine**
 - **Use the space bar and L/R keys for navigation**

Good PowerPoint

- ▶ **Any change on the slide should imply change in talk.**
- ▶ **Keep things legible.**
- ▶ **Keep things simple.**
- ▶ **Pick a theme and stick with it (e.g. font, color, bullets).**

fin
