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 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 equality of importance
   — A change in font style ⇒ a change in subject
   — Smaller fonts ⇒ 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).
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