

Using Powerpoints

- Programs such as PowerPoint, Keynote, LibreOffice and Prezi help teachers to emphasize important points and use visuals in their lessons. Their use is an art well-worth mastering.
- If you need training in the mechanics of using presentation software, go to the library and get one of those “for dummies” books. *The Complete Idiot’s Guide to PowerPoint* is one such example. Training videos can be found online as well.
- Remember that efforts to attract attention too easily distract attention. While most presentation software gives you the ability to add flashing, buzzing, excessive color, and movement, don’t overuse these features.
- Presentations should focus the audience’s attention on each piece of information. Rather than cramming as much as you can onto every slide, devote each slide to a single idea, and remove everything that might distract from that idea.
- Font size should be at least 28 pt. If the text is too small to read, it loses all value.
- Avoid slides filled with too much text. The words on the screen should emphasize what you’re talking about, not be a replacement for or exact copy of the words you’re saying.
- The following websites offer more practical tips on how to create effective visual presentations:
 - [10 PowerPoint Tips for Preparing a Professional Presentation](#)
 - [10 tips for better slide decks | TED Blog](#)

Sources

- [There Isn’t Any Power If It Doesn’t Have a Point - The Dock for Learning](#)