

PowerPoint Live!
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Special features

- Pen/pointer and black/whiteboard
- Link to application
- Link to a Web site
- Reveal items on a list one at a time
- Hide slides
- Start from a Word outline
- Copy slides from other files

Basics

- Be conservative, conventional, simple
- Two minutes per slide
- Keep text simple and concise
- Summarize sentences into bullets
- Avoid dense screens: "The Rule of Six"
- One concept per slide

Don't be seduced!

- Animated graphics or text
- Inappropriate clip art
- Sound effects
- Screen transitions
- Wild color schemes
- Fancy fonts – for titles only

Type

- Use large type — minimum 24 point
- Use popular Mac/Windows typefaces
- Minimize the number of fonts
- Avoid all-uppercase
- Keep bulleted lines smaller than the title

TYPE

- USE LARGE TYPE - MINIMUM 24 PT
- USE POPULAR MAC/WINDOWS TYPEFACES
- MINIMIZE THE NUMBER OF FONTS
- AVOID ALL-UPPERCASE
- KEEP BULLETED LINES SMALLER THAN THE TITLE

Strategies for teaching

- Illustrate/reinforce difficult/complex ideas
- Show specific examples of general concepts
- Demonstrate the steps of a process
- Show spatial or visual relationships
- Pose provocative questions
- Stimulate and captivate interest

Techniques

- Progressive disclosure
- Run a slide show as students arrive
- Capture screens from other applications
- Link to a web site

Paper copy handouts

- + Portable format, easy to annotate
- Cost to wallet and ecology
- Quiet, static, black and white

Do students learn more when they ...

1. Have a printed outline, or
2. Take all their own notes?

Presentation technique

- Stand aside, don't turn your back
- Use an air mouse and/or laser pointer
- Move the pointer slowly
- Clear a slide after discussing it
- Darken the screen during long pauses
- Leave the lights on — for taking notes

Caveats

- Have a backup plan
- Test hardware & software early
- Careful crossing platforms (Mac↔Win)
- Not all fonts are available everywhere
- Sound can be problematic

Questions to ask yourself

- What are my course objectives?
- Which aspects challenge my students?
- What would I like to improve?
- Do I have enough experience and help?
- Do I have enough time?

Activity

- Think of a particular a concept that perplexes your students.
- Is there a way to present it more clearly using the strengths of this technology?

How to get help with projects

- Kaneb Center/OIT – help with teaching techniques and strategies, producing media
- OIT Help Desk – answer how-to questions
- Colleagues and colleges

Follow-up web page

<http://learning.nd.edu/powerpoint/>

- Online readings and a tutorial
- OIT and other ND resources
- Copyright information
- Outside resources
