

TECHNICAL POWERPOINT PRESENTATION

CHEAT SHEET

Formatting Text

- Use approximately 24 point font for bullets.
- Use approximately 42 pt. font for titles.
- Don't go below 18 pt. font, and even that may be too small. Use it sparingly when you have to have a lot of text on a slide.

Templates: Make it Professional

Make your own "master" or use a premade template built into PPT or free from the Microsoft Office website. Make the template match the presentation: if discussing offshore drilling, you can use the background with the ocean. If discussing a piece of an internal combustion engine, you should not use the same background.

BULLETS

You don't have to use bullets. In fact, avoid slides that are solely bullets. Instead, use them in conjunction with figures.

Animation

- Use the "appear" function, even on bullets. It will keep you and the audience on the same page. Bring up each bullet as you discuss it.
- Do NOT make text fly, fade, or twirl.
- Use other animation techniques to describe processes. Do not be afraid to be creative, but make sure it serves a function in the presentation. Don't use animation just because it is there.

Organization

- *Title Slide*: Name, your title, title of presentation, venue for the presentation, date
- *Overview Slide*: Text boxes (or bullets) that outline the parts of the slide. Be descriptive here. Don't say, "Problem, Overview, Methodology, Results, Conclusions." Instead, your slide should read, "The problem of ____, Overview of the ____, The different parts and their functions, Results of initial tests of the ____, Further work and recommendations."
- *Problem/Background*: Most technical work solves a problem, so describe the problem that the experiment or design will solve or explain.
- *Overview Diagrams*: Use labels to point out the parts and then describe their functions orally.
- *Methodology*: For design presentations, discuss either the different parts or discuss the theories behind how it was created. For experimental projects, discuss how experiments were conducted.
- *Results*: For designs, discuss results of tests. For experiments, discuss data and what they mean.
- *Conclusions*: Discuss the importance of the results. Now that we have the gizmo or know the results of the experiments, how does that affect us? State the implications of the research.
- *Summary with Questions*: Always summarize the important points and ask for questions on the same slide. This way, the audience has some information on the slide that may be used during the question period.

Always cite everything taken from a source, including pictures or other figures from the internet. Use a numbering system with a list of reference at the end or put "From ____'s website at www....com" beneath the picture.

Citations

Figures

Use Figures! Complex technical information needs to be made as simple as possible and one way to do that is to use figures.

If you don't have a figure that works perfectly to explain your point, make one. Try to be creative to make most of your points through graphics. Do not rely on bullets only because they're easy. They're usually not the best way to communicate.

Always mention everything on a slide. So don't have a piece of clip art that simply looks nice unless it is actually an integral part of your presentation. If you aren't going to talk about it, don't put it on the slide.

Label parts of figures. Avoid large tables. Or better yet, make them into figures.

Delivery

- Practice. Always. Practice to make sure your slides are in the right order. Practice to make sure everything works correctly on your slides. Practice to keep from saying "uh" too much.
- Do not memorize your presentation. Use your slides as notes.
- Keep your hands out of your pockets. Avoid nervous gestures such as twirling pens or messing with the laser pointer. Do not read your bullets with the laser pointer.
- Look around the audience while talking. Do not look at your friend or your boss the whole time.
- Do not read from slides. They are notes, so don't put so much information on them that you have to read from them.
- Focus on the audience. Don't turn your back on them. Try to look at them with only brief glances back to the screen. Reading from slides takes the focus away from the audience.
- Vary your pitch and try to be enthusiastic about the information. If you don't sound like you're interested, the audience certainly won't think it's interesting.
- Try to avoid verbal fillers such as "uh," "um," "well," and "like" (unless something really is similar to something else). Practice, and try to notice when you say those fillers. Record your presentation so you can hear yourself saying them.

Save as	F12	Insert picture	Alt+N, P
Save	Ctrl+S	Insert table	Alt+N, T
Print	Ctrl+P	View slide	
Undo	Ctrl+Z	show	F5
Redo	Ctrl+Y	Switch between	Shift+Tab
Cut	Ctrl+X	task panes	
Copy	Ctrl+C	Copy formatting	Ctrl+Shift+C
Paste	Ctrl+V	Paste formatting	Ctrl+Shift+V
Paste special	Ctrl+Alt+V		
Insert text-box	Alt+N, X		